



# NIGHT SUPERVISOR JOB DESCRIPTION

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## ABOUT CATS College CAMBRIDGE and CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

You will provide on-call support during the night in the boarding house. This includes patrolling the grounds, monitoring the CCTV and staffing the office, reporting any concerns to the Boarding Duty Manager.

## REPORTS TO

You will be directly responsible to the Boarding Duty Manager within the Boarding and Welfare department of the colleges. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

As a member of the boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

### **You will:**

- Monitor the students' welfare and behaviour and report any problems in the residence to the Head of Welfare & Boarding
- Report student illness promptly to the Health centre by 8.30am. If emergency attention is required, to use the emergency number or call an Ambulance
- Ensure the smooth running of the boarding house generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- Assist the domestic team with maintaining general cleanliness and tidiness in the boarding house
- Report any maintenance issues through the college system
- Assist with laundry requirements of the students
- Issue keys/cards as residence requires
- Ensure a visible presence in the boarding house at all times when on duty
- During the period of Summer School, undertake supervision of activities and assist with trips as directed by the Boarding Duty Manager
- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness
- Help with student arrivals, student induction and departures when required
- Attend termly induction and regular staff meetings
- Arrange regular meetings with the students
- Print off student timetables at the beginning of the week as requested by the BDM



## As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake work not specified in this job description
- Be courteous to colleagues and parents
- Provide a welcoming environment for all visitors to the College

## **You will maintain standards of ethics and behaviour in and out of college:**

### **In particular, you will:**

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant college, national and statutory frameworks.
- Develop and maintain a full understanding of current child protection procedures

## PERSON SPECIFICATION

The job requires that you have:

- The ability to work with, care for and supervise young people
- High levels of energy, an even temper and a sense of humour
- Confidence to reprimand and/or report students who are not adhering to the College rules
- The ability to relate to young people
- The ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours
- The ability to work as a team member and lead by example, to be proactive, flexible and reliable
- A full understanding of current child protection procedures

## HOURS

We operate a two week shift pattern, with some days on and some days off. During on days, the hours are as follows:

Sunday – Thursday 22.30 – 07.30 (following morning)

Friday & Saturday 23.00 – 09.30 (following morning)

## CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

### **Commit**

- Go the extra mile



- Follow-up & follow through

#### **Act**

- Take ownership
- Look for a solution

#### **Respond**

- Address issues positively
- Communicate proactively

#### **Empathise**

- Are active listeners
- Are respectful and value students, parents and other customers

### About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

### And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

