

# JOB DESCRIPTION

## RESIDENTIAL WELFARE TUTOR - ACADEMIC LEAD

### Information

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**Job Title:** Residential Welfare Tutor - Academic Lead

**Job Type:** Seasonal, Contract

**Programme dates:** Choose one or both of the following dates:

- 1) Sunday 13th July - Saturday 26th July
- 2) Sunday 27th July - Saturday 9th August

Plus one training day prior to the start of the Course.

**Hours:** Approx. 105 hours, working in shifts to be assigned during the Programme (not exceeding 115 hours over two weeks). Working schedule to be confirmed.

### The Role

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Fitzwilliam College Summer School Programme is a residential programme run and held at the College.

The programme offers courses across a variety of subjects including STEM and Business economics.

Welfare Tutors are responsible for assisting with the running of the Summer School and for guiding participants during the entire programme, including trips locally and to London (transportation and meals provided). You will provide full support to, and work closely with, the Programme Manager, the Course Instructors and the College Events Office to smoothly deliver the programme and ensure students have an enjoyable, safe and positive learning experience throughout.

In addition, the Academic Lead will liaise with the Summer School Director as required to ensure the smooth delivery of courses, and submission of essays and presentation by participants.

# Responsibilities and Duties:

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## Programme Delivery and Operation:

- Attend the compulsory briefing and training sessions ahead of the course to prepare for the programme
- Lead and assist the Participants and Course Instructors throughout the programme, including, but not limited to, leading the participants to all scheduled activities and meals, recording and monitoring attendance and curfew, etc
- Ensure a high standard of service, assistance and safety during the programme
- Reside in accommodation designated by the College throughout the programme period, and provide support to the participants when required
- Socialise and build positive relationships with students
- Listen to participants' feedback and provide support as much as possible
- Ensure the safety of the participants throughout the programme period
- Report any concerns, progress and key changes to the Programme Manager and accompanying staff members throughout the programme period
- Take videos and pictures throughout the programme on College equipment

## Essential Qualifications and Characteristics:

- Must be eligible to live and work in the UK
- Undergraduates and Postgraduates of all backgrounds and subjects
- Be able to work effectively without supervision and have excellent interpersonal and problem-solving skills, such as assisting students or teachers with all types of situations which may arise, and we expect that you have the ability to deal with all situations in a calm and mature manner
- Great mentors and communicators
- Passionate and enthusiastic about education
- Any supervisory experience of young adults/or in a young adult setting (preferred);
- Good leadership and tour guiding skills
- Familiar with locations in Cambridge and London (preferred)

## Salary & Benefits

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- £14.12 per hour (£12.60 per hour plus holiday pay at 12.07%)
- Additional £100 supplement for Lead roles per week
- Fitz-owned and allocated accommodation provided
- Breakfast, lunch and dinner in the College Buttery (or packed meals on excursion days)
- Two private College formal dinners during each programme
- Mentoring experience

## Apply

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If you are interested in the role, please scan the QR code and complete the application form.

Please direct any queries to [summer@fitz.cam.ac.uk](mailto:summer@fitz.cam.ac.uk).

