

House Parent (Short term post)

We are looking for capable individuals to take on a House Parent role for our summer programmes.

Varsity Education is a not for profit education organisation that provides residential summer programmes for students aged 15 – 18 from the UK and abroad. This summer, we are running three two-week sessions, two in Cambridge and one in Oxford.

Our residential programmes are not your average 'camp'. We have a strong focus on intellectual development and academic integrity. We strive to fuel the academic curiosity of our students and develop key skills, from public speaking and critical thinking to debating and essay writing.

We are looking for candidates to work with the small team supervising between 40 and 60 students on our residential programmes in Cambridge and Oxford. They will work closely with the Course Directors to ensure all aspects of the programme run smoothly.

Responsibilities include:

- Liaise with the senior management, both those onsite and from Head Office
- Oversee the day-to-day running of classes and activities
- Be primary point of contact for our team of capable tutors
- Coordinating staff and students on arrival and departure days
- Ensure the academic and pastoral wellbeing of the students
- Prepare and lead morning briefings with the students
- Prepare for staff meetings
- Register students at meal times and at evening curfew
- Follow up on students who are late for class/miss classes
- Assist with the running and scheduling of tutorials and/or extra classes
- Ensure office administration is up to date
- Assist tutors with preparation of class materials
- Planning and leading two full day excursions

This is a temporary post available in July and August for one or more of our programmes:

- Cambridge Summer College Session 1: 8th July – 22nd July 2018
- Cambridge Summer College Session 2: 22nd July – 5th August 2018
- Oxford Summer College: 7th August – 21st August 2018

Hours: Not your average 9 til 5 role - there will sometimes be evening duties but you will share a rota with other Housemasters. You will be scheduled to work six days a week for a total of approximately 45 hours.

This post would be ideal for a candidate who has either secondary teaching experience or housemaster experience with students in this age range.

Please email your CV and cover letter to georgia.ford@varsity-education.ac