

<b>Job Title:</b>	Program Supervisor	<b>Job Type:</b>	Seasonal (Summer)
<b>Place of Work:</b>	Cambridge Colleges	<b>Reporting to:</b>	Program Director
<b>Purpose of Job:</b> To ensure the smooth and successful running of the summer programs and creating a positive, memorable, safe, and supportive environment for all students and staff.			
<p><b>1. Leadership &amp; Support:</b> Act as an ambassador for Reach Cambridge and be a first point of contact for all student needs, especially those on your assigned corridor. Help with any welfare concerns and behavioural incidents. Lead the student group during non-academic events and meals.</p>			
<p><b>2. Student Welfare:</b> Lead the supervision of students on the program. Reside on-site overnight alongside students, and if needed on a corridor or staircase with a group of students for whom you will have specific responsibility. Help oversee and implement all welfare procedures and processes. Ensure any student concerns or updates are communicated promptly and clearly.</p>			
<p><b>3. Communications:</b> Help maintain an overview of the bigger picture as well as the daily schedule and ensure all updates and plans are communicated clearly to all staff, students and third parties.</p>			
<p><b>4. Logistics:</b> Plan, execute and supervise all activities throughout the program. Help supervise and lead excursions, evening lectures and workshops. Help implement smooth arrival and departure weekends. Follow all health &amp; safety guidelines.</p>			
<p><b>5. Administration:</b> Assist with other administrative duties set by senior staff including marketing tasks, assisting in classes, pastoral care &amp; behavioural incidents. Assisting with marketing tasks and working with the programme coordinator to ensure supervisors complete their outlined marketing tasks by specified deadlines.</p>			
<p><b>6.</b> Attend all training, workshops and meetings, and ensure you are aware of, and comply with, the day-to-day management, administrative, financial and operational procedures of Reach Cambridge. This includes all responsibilities relating to safeguarding and student welfare.</p>			
<p><b>7.</b> Uphold, protect and promote Reach Cambridge’s core values, protocols and standard operating procedures so that students do the same. Undertake all other duties as requested by the Program Director or one of their nominees.</p>			
<b>Skills</b>		<b>Experience &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>• Articulate, engaging and sociable</li> <li>• Friendly, approachable, and sensitive to the needs of others</li> <li>• High levels of energy, resilience, and enthusiasm</li> <li>• Proactive, responsible, and professional</li> </ul>		<ul style="list-style-type: none"> <li>• Previous experience working in a residential setting (Desirable)</li> <li>• Previous experience working with young people (Desirable)</li> <li>• Cambridge city, its colleges and history (Desirable)</li> </ul>	

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