



**YOUNG  
LEARNERS**

# Embassy Summer Night Supervisor

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## **EC English Language Centres** **Helping students succeed in a global community**

EC offers superior English language programmes in the top English-speaking destinations around the world, together with French in Montreal. Our world-class facilities and an outstanding team have allowed us to evolve into a globally recognized and trusted brand. Our vision is to maintain our growth while helping students from all over the world succeed in a global community.

EC has a Young Learners division which incorporates EC Academy, EC Study Tours and Embassy Summer and welcomes students from over 140 countries helping them to improve their language skills, meet new friends and take part in a wide range of activities and cultural excursions that will help them develop important life skills.

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### **Position Summary:**

The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence and is on call in case of any emergency.

### **Key Responsibilities:**

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations
- To ensure the centre operates to the highest standards of relevant Health & Safety, safeguarding, HR practices

### **Working week:**

**6 nights per week** between **23.00 – 04.00** (Inclusive of Fri, Sat, Sun & Mon nights)

**Specific duties include:**

- To ensure student welfare is maintained by carrying out regular inspections of the residential areas during the duty period
- To establish a routine of checks to ensure students are in their rooms and lights are out
- To act as a representative of the management team, calling on the duty manager when appropriate
- To retain responsibility for holding the master keys to residential buildings during duty shifts
- To report any major security issues to the college security staff
- To provide assistance with arrivals and departures when these fall during the duty period
- To complete a duty log detailing times of “rounds” and recording any occurrences that take place during the night
- To ensure communal areas are kept tidy and to report any unnecessary untidiness or damages in these areas
- Promote and safeguard the welfare of students in line with legal, accreditation and company requirements
- To be on the Centre’s emergency phone and to be the call representative in case of emergency
- To help with centre laundry during the night – Activity leader t-Shirts & towels

**Student Accommodation:**

Students are normally accommodated in either Halls or Houses. Each Hall or House is in an accommodation block and is separated from the main building where lessons and activities take place.

**Under no circumstances** should any member of staff enter a room without another member of staff present.

**Organisational Compliance:**

The job holder will be expected to operate in accordance with the company’s Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters.

Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training.

**Qualifications & Training:**

- First Degree or equivalent (Level 6 Qualifications and Credit Framework) (Desirable)
- Valid First Aid Certificate (Desirable)
- Valid Driving Licence (Desirable)
- SIA licence (Desirable)
- Safeguarding Level 1 and 2 (Desirable)

**Essential criteria:**

- Good time management skills
- Excellent communication skills
- Ability to work in a high-pressured environment
- Flexibility to work unsociable hours
- Good interpersonal skills
- Ability to work as part of a team & independently

**Desirable criteria:**

- Working with minors
- Summer School experience
- Night patrol experience

**Personal Attributes:**

- Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Demonstrates emotional resilience in working with challenging behaviours
- Demonstrates a positive attitude to the use of authority and maintaining discipline