



Reach Cambridge Supervisor – Job Description

Job Title:	Supervisor	Date:	January 2019
Place of Work:	Cambridge University Colleges	Reporting To:	Programme Coordinator
Purpose of Job: To ensure the smooth and successful running of the summer programmes and creating a positive, memorable, safe and supportive environment for all students and staff.			
Key Accountabilities: <ol style="list-style-type: none"> 1. Act as an ambassador of Reach Cambridge and be a first point of contact for students throughout the programme, especially those on your assigned corridor. 2. Plan, execute and supervise all activities throughout the programme. Help supervise and lead excursions, evening lectures and workshops. Help implement smooth arrival and departure weekends. Follow all health & safety guidelines. 3. Assist with other administrative duties set by senior staff including marketing tasks, assisting in classes, pastoral care & behavioural incidents. 4. 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. 5. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same. 6. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Programme Coordinators or one of their nominees. 			
Skills <ul style="list-style-type: none"> • Articulate, engaging and sociable • Hard-working and flexible • Empathetic, supportive and positive • High levels of energy, resilience and enthusiasm • Conscientious and capable of assuming an ambassadorial role for Reach Cambridge 		Experience & Knowledge <ul style="list-style-type: none"> • Current Undergraduate/First Class degree (2:1+) • Cambridge city, its colleges and history (Desirable) • Valid First Aid Certificate (Desirable) • Working with young people 	

Visit us today at www.reachcambridge.com

Officially accredited by:

E-mail: info@reachcambridge.com

International Telephone: +44 8708 031 732

Registered Address: 23 King Street, Cambridge, CB1 1AH, England

Reach Cambridge Ltd. is registered in England and Wales.

Company No: 05155407



