

<b>Job Title:</b>	Program Dean	<b>Job Type:</b>	Seasonal (Summer)
<b>Place of Work:</b>	Cambridge University Colleges	<b>Reporting to:</b>	Program Director
<b>Purpose of Job:</b> To ensure the welfare and needs of students are met by being available for advice or guidance on any matters during the programs. Ensure that all rules, regulations and systems are clearly communicated and upheld by students and staff.			
<b>Duties &amp; Key Responsibilities:</b> <ol style="list-style-type: none"> <li>1. As an ambassador of Reach Cambridge and be the first point of contact for all student welfare and comfort needs – principally in the evenings, overnight and during trips. Offer support to the Director of Curriculum and teaching staff to ensure classes run smoothly and successfully.</li> <li>2. Provide information, guidance and advice on all aspects of student life in Cambridge, and program rules, and contribute to the sharing of information and knowledge during visits and excursions in the city and elsewhere.</li> <li>3. Identify and resolve any difficulties students may have as they relate to transfers, accommodation, administration, communicating home, getting to venues and keeping to schedules so that their Reach Cambridge experience is as trouble free as it can be.</li> <li>4. Ensure all staff are aware of, and comply with, the welfare guidelines and procedures of Reach Cambridge and offer advice and guidance where they do not.</li> <li>5. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same.</li> <li>6. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Program Director or one of their nominees.</li> </ol>			
<b>Skills</b> <ul style="list-style-type: none"> <li>• Articulate, engaging and sociable</li> <li>• Approachable and assertive</li> <li>• Empathetic, supportive and positive</li> <li>• Strong leadership which engenders trust, confidence and discipline.</li> <li>• High levels of energy, resilience and enthusiasm</li> <li>• Flexibility, adaptability and ability to cope with changing priorities</li> </ul>		<b>Experience &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Previous experience working in a residential setting (Highly Desirable)</li> <li>• Previous experience working with young people (Essential)</li> <li>• Previous experience working in a leadership role (Essential)</li> <li>• Cambridge city, its colleges and history (Highly Desirable)</li> </ul>	

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