



Residence Supervisor – Fairholme Residence

St Brelade's College is a private, accredited English language school based on the beautiful island of Jersey. Our summer school has been in operation for over 30 years, offering foreign students of all nationalities a chance to learn English, take part in a range of fun activities and experience life in a Jersey host-family or stay at one of our residences.

Residence supervisors are responsible for working with the other team members (Housekeeper and Residence Manager) to ensure that students are safe while also getting the most out of their stay in Jersey. The residence manager and supervisors are also responsible for managing one of the school emergency phones.

This is a part time role, which can be fulfilled in addition to a part time teaching or activity supervision role at the school (see separate job descriptions). Accommodation and board are included – please note that the two residence supervisors are expected to share a room.

The Fairholme residence is situated near Havre Des Pas pier, around 5 – 10 minutes' walk to St Helier town centre. In the main building there are 13 ensuite rooms (up to 34 beds) for students plus a separate self-contained flat for the residence Housekeeper and her family. The Residence Manager has a single ensuite room on the ground floor while the two residence supervisors have a family room in the main building. The residence runs for 10 weeks over the summer period.

Residential Duties

Residence supervisors are 'on duty' three evenings per week – this means being at the residence from 4.30pm when the students return after activities and staying at the residence after dinner when the students go out until they are all back home in time for their curfew. They are also responsible for ensuring the students go to bed on time and do not try to leave their rooms at night. A further two evenings are scheduled as 'backup' supervision and emergency phone support. The role also includes supervising breakfast 3 times per week and one weekend day helping the residence manager and housekeeper with arrivals & departures (see example supervision roster provided).

The schedule is intended to include up to 25 hours per week of 'active work' plus periods of time when supervisors are 'on call' while not actively working. This time may be used to relax or study/ plan lessons etc. One full day off per week is scheduled in addition to one evening per week (see roster below). The workload is certainly intensive but rewarding.

The Residence Supervisors and Residence Manager are supported by St Brelade's College staff who will organise an induction meeting and weekly status meetings at the residence.

Key Duties

Evening Duty (3 nights per week)

Evening duty involves being at the residence from the time students arrive back from activities (16h30) until bed time (23h00). As most students will go out straight after dinner, much of the evening can be used as free time as long as the person on duty is always on site and ready to react to any issues that occur.

- » Be available from 16h30 to deal with any student problems
- » Ensure students are at the table for dinner
- » Help serve and ensure students clean their plates up after
- » Help tidy kitchen and prepare packed lunches
- » Evening room checks
- » Check all students home by curfew time
- » Deal with any discipline issues (e.g. drinking / missed curfew)
- » Ensure students are in bed on time and not in each others' rooms
- » Deal with any disturbances during the night (i.e. students leaving their rooms, student medical issues)

Evening Backup / Emergency Phone (2 nights per week)

Evening backup involves providing support for the supervisor 'on duty' as required. As we provide a supervision ratio of 1:20, this is usually only necessary when all students are present together at the same time (i.e. dinner / curfew). This role also involves responding to one of the school emergency lines – these are generally from host families with general questions about their students and the programme. Training will be provided for this area, and one senior manager will be available for support at all times.

- » Provide support as required for residence assistant on evening duty.
- » Provide school emergency line cover – non-urgent calls may be answered on the spot or referred to the office during working hours. More urgent calls (e.g. a student has arrived home drunk) may require assistance from the residence manager or senior school manager on duty.
- » Deal with student welfare issues, discipline, first aid / emergencies / hospital
- » Keep a log of any calls received and action taken if required

Arrivals / Departures (Every other Saturday or Sunday)

- » Assist the residence manager with the weekly arrivals & departures
- » Welcome new students and show them to their rooms
- » Give a weekly induction meeting to new students
- » Ensure that students are aware of their departure times and are prepared to leave on time
- » Carry out weekly room inspections

Breakfast (3 mornings per week)

- » Ensure students are seated for breakfast no later than 7am
- » Ensure students clear away their own breakfast items, and are ready to leave for school on time with their packed lunches

Miscellaneous

- » Regularly talk with students to ensure they are happy with everything and are fully aware with all the activities available to them. Try to look out for any welfare issues (e.g. homesickness / bullying) and where possible help new students make friends.
- » Ensure students observe the rules and behave themselves appropriately. Supervisors can discipline students directly or seek assistance from the Student Services Manager.
- » Ad hoc assistance to the RM as required (e.g. helping with laundry or lunch preparation)

Person Specification

The role will involve a significant amount of interaction with foreign students of various ages so it is essential that the successful applicant is friendly and approachable. They should also be able to show authority and discipline students if necessary. The applicant must be able to maintain a calm disposition and handle any issues that come up sensibly.

Essential Attributes

- » Experience working with children
- » Outgoing and enthusiastic personality
- » Willingness to interact with students
- » Ability to show maturity and responsibility when dealing with teenagers

Desirable Attributes

- » Experience in a similar role
- » Driving license / own car
- » Recent First Aid Certificate

Salary

The position is available from 17th June - 26th August 2017.

A salary of £200 per week is paid to residence supervisors to cover all residential duties. All board and accommodation are included. A bonus up to a maximum of 10% of gross salary is also payable on successful completion of the contract. If required a petrol allowance is also provided.

*Please note that all rates above include minimum statutory holiday pay of 4%

Full details concerning our salary structure and conditions of employment can be found in our Staff Handbook.

Example Supervision Roster

Note that the below roster is provided as an example. The Residence Manager may make amendments to the schedule timings etc where appropriate.

	Supervisor A	Supervisor B	Residence Manager
Monday			
Breakfast	ON		
Evening Duty	Night off	ON	
Evening Backup	Night off		ON
Tuesday			
Breakfast		ON	
Evening Duty		ON	Night Off
Evening Backup	ON		Night Off
Wednesday			
Breakfast	ON		
Evening Duty	ON	Night off	
Evening Backup		Night off	ON
Thursday			
Breakfast		ON	Day off
Evening Duty	ON		Day off
Evening Backup		ON	Day off
Friday			
Breakfast	ON		
Evening Duty			ON
Evening Backup	ON	ON	
Saturday			
Breakfast		Day off	ON
Arrivals Assistance	ON	Day off	ON
Evening Duty	ON	Day off	
Evening Backup		Day off	ON
Sunday			
Breakfast	Day off	ON	
Arrivals Assistance	Day off	ON	ON
Evening Duty	Day off	ON	
Evening Backup	Day off		ON