

The Night Guardian

Reporting to:

Centre Director

Responsible for:

Students

Working Timetable:

Usually -Six days out of seven each week, between 10.30pm – 04.00am. 33 hours per week.

Employment Period:

End of June - Beginning of August

Location:

Galway, Ireland; Edinburgh, Scotland; Carmarthen, Wales; York, Bristol, Worcester, Bath, Reading, London, Dover, UK

*See website for further information

Please note that due to the logistics of employment, you may be required to be moved to another centre where extra staff are required. In the event that this occurs, MLA will cover all the travel expenses that may be incurred.

MLA (Move Language Ahead) is an industry leader in providing safe, educational, and cultural programmes to students from around the world. Each year thousands of students travel with MLA as part of our short-term English as a second language (ESL) programs. Along with our proprietary ESL curriculum, we also provide our students with great excursions featuring some of the most popular historical and tourist destinations across the country.

The Night Guardian; Job role & principal duties

The Night Guardian is responsible for the pastoral care of all students, Group Leaders and staff overnight. They need to liaise with other team members, including the Centre Director, Activity Manager and Welfare Manager, to ensure that any issues, concerns or dangers are highlighted and avoided if possible. You will need to record all incidents and communicate any issues clearly with centre management staff. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Security

- To take responsibility for holding the master keys to residential buildings during duty shifts.
- To report any major security issues to the college security staff as well as Centre Director.
- To provide assistance with arrivals and departures, check in/check out, when these fall during work hours.
- To act as a representative of the management team, calling on the duty manager when appropriate.

Checks & Administration Duties

- To establish a routine of checks to ensure students are in their rooms and lights are out at designated times.

- To complete a duty log detailing times of ‘rounds’ and recording any occurrences or observations that take place during the night.
- To ensure communal areas are kept tidy and to report any unnecessary untidiness or damages in these areas.
- To address any student or staff concerns, keep a record and report to the relevant persons involved and follow up with a record of the outcome.

Welfare, Health & Safety and Safeguarding

- To ensure student welfare is maintained by carrying out regular inspections of the residential areas during the duty period.
- At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the centre rules.
- To ensure that all policies for the welfare and protection of children are carried out.
- To be aware of safeguarding duties regarding under 18’s.
- To ensure that all Move Language Ahead’s Health & Safety policies are implemented and monitored.
- To ensure everyone is aware of emergency procedures.

Company Quality Performance

- You will act as a representative of the Company at all times.
- You will always spread a favourable image of the Company, promote its interests and endeavour to uphold its standards of performance.

Liaising

- To develop and maintain open lines of communication with Group Leaders.
- To liaise with all other members of the MLA team keeping all lines of communication open.
- To develop a strong rapport with all departments within MLA, developing working and professional relationships.

To uphold MLA as an industry leader in providing safe, educational, and cultural programmes to students from around the world.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To behave in a professional manner, show leadership skills and adhere to all Safeguarding and Welfare duties while ensuring the safety of every student.
- To provide support to all staff, Group Leaders and students at all times.

MLA Staff Training

- To attend all required paid training and induction meetings and take an active part in discussion and feedback prior to start of employment.
- Review campus maps and accommodation and become knowledgeable about both.
- Complete any required training sessions/courses both online and in person as directed
- Provide all necessary paperwork prior to employment

MLA Staff CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with MLA.
- Weekly training or feedback sessions.

Health & Safety

- To comply with all health and safety, first aid and welfare procedures as required by the Company.
- Being aware of relevant fire, site risk assessments and health and safety issues of the centre.
- This role involves lifting and standing for long periods of time.

MLA Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Move Language Ahead's Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Move Language Ahead Reputation & Code of Conduct

- To actively support Move Language Ahead in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Move Language Ahead Equal Opportunities Statement

- Our Equal Opportunities Policy states: "In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics."

Move Language Ahead Welfare and Safeguarding Statement:

Move Language Ahead is committed to safe practices in recruitment and selection that includes consideration of issues to do with child protection, safeguarding and promoting the welfare of children and young people. Successful applicants will undergo an Enhanced DBS check, have their references verified and checks completed in line with our Safeguarding & Safer Recruitment Policy."

Person Specification for The Night Guardian

Qualifications/Experience - Ideally you will have:

- Current first aid certificate or willingness to obtain.
- Experience working with children.
- Previous summer school experience.

Essential Skills

- Enthusiasm.
- Flexibility and ability to work unsociable hours.
- Excellent communication and interpersonal skills.
- Excellent time management skills.
- Ability to work as part of a team and independently in a high-pressure environment.

Compensation

Age:

21-24 - £390/week

25+ - £411/week

*Inclusive of Holiday Pay (12.07%)

**Free room and board

PHYSICAL DEMANDS

Do the essential functions of this job require lifting? Yes

If yes, how many pounds? 25 lbs.

Do the essential functions of this job require standing? Yes

Do the essential functions of this job require walking upstairs? Yes

Do the essential functions of this job require stretching? No

Do the essential functions of this job require bending? No