



TRIPS SUPERVISOR JOB DESCRIPTION

January 2019

ABOUT CATS COLLEGE CAMBRIDGE

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. Students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

You will be responsible for the supervision of the weekend trips and activities and holiday activities programme. You will develop, deliver, and support the College's programmes in line with College standards and policies.

REPORTS TO

You will be directly responsible to the Sports and Activities Manager. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

As a Trip Supervisor, you should carry out your role to support the needs of the students you work with and the College in general.

Key responsibilities and capabilities:

- To organize and deliver an interesting range of interactive activities within and beyond the College during holiday periods in line with agreed standards and policies
- To lead on activities for younger students one day each weekend (usually Saturday), ensuring they are fully engaged
- To work to ensure the wide engagement of students, especially younger students and those who do not usually participate in activities
- To maintain immediate records on College system for any injuries that occur during sessions or trips
- To take pictures at all events and send for social media posting
- To ensure effective supervision and where necessary to accompany students on trips during or outside College hours, ensuring their safety and welfare at all times

As part of your wider role within the College, you will also:

- Support the College welfare team by ensuring concerns are communicated and acted on
- Play a full part in your own professional development and that of colleagues
- Attend appropriate meetings and in-service training programmes
- Contribute to the development and implementation of the College's vision
- Communicate effectively with students, colleagues and others
- Fulfil wider professional responsibilities



You will maintain standards of ethics and behaviour in and out of College.

In particular, you will:

- Abide by the code of conduct and carry out duties in accordance with CATS Cambridge policies
- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the rights of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Understand and act within the relevant College, national and statutory frameworks

PERSON SPECIFICATION

The job requires that you have:

- Experience of Working with Young People
- Enthusiasm and are a productive team player
- A clear understanding of child protection, health and safety and good practice with regards to trips and activities
- Excellent communication skills
- The ability to adapt appropriately to work effectively with colleagues over a range of different projects/initiatives
- A friendly and professional manner at all times
- Flexibility in terms of working flexible hours, including evening and weekend hours
- At least 1 year experience in a leadership or coaching environment

ABOUT CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

