

- Title of Post:** The Night Guardian
Reporting to: Centre Director
Responsible for: Students
Working Timetable: Usually -Six days out of seven each week
Between 23.00 – 04.00 inclusive of Fri, Sat, Sun and Mon nights

Please note that due to the logistics of the employment, you may be required to be moved to another centre where extra staff are required. Only in this case will we cover all the travel expenses that may be incurred.

Purpose of the Job/Principal Duties

The Night Guardian is responsible for the care of students overnight. They need to liaise with others to ensure that any concerns or dangers are highlighted and avoided. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Security

- To retain responsibility for holding the master keys to residential buildings during duty shifts.
- To report any major security issues to the college security staff.
- To provide assistance with arrivals and departures when these fall during the duty period.
- 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.
- To complete a duty log detailing times of 'rounds' and recording any occurrences 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 log, 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 Go Languages WorldWide 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.
- You will always spread a favourable image of the Company, promote its interests and endeavour to uphold its standards of performance.

Liaising

- To liaise with all other members of the Go Languages Team keeping all lines of communication open.
- To develop and maintain open lines of communication with all members involved with Go Languages.

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

- To behave in a professional manner.
- To adhere to Safeguarding and Welfare duties.
- To show leadership skills.
- To provide support to those involved.

Qualifications/Experience - Desirable

- Current first aid certificate.
- Experience of working with children.
- Previous summer school experience.

Staff Induction

- To attend a staff induction and take an active part in discussion and feedback.

Personal Development 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 Go Languages.
- Weekly training or feedback sessions.

Health & Safety

- To comply with all health and safety procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- A First Aid qualification is desirable. If you have such please make sure a copy of your certificate is available.

Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Go Languages Worldwide Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Go Languages Reputation & Code of Conduct

- To actively support Go Languages Worldwide 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 and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Go Languages Worldwide 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.”

Person Specification for The Night Guardian**Essential Skills**

- Enthusiasm
- Flexibility to work unsociable hours
- Interpersonal Skills
- Excellent communication skills
- Excellent time management skills
- Ability to work as part of a team and independently
- Ability to work in a high pressured environment

Compensation

Weekly pay for Night Guardian: £336 gross per week (which is inclusive of 12.07% holiday pay).