

Chaperone – Midsummer Conservatory Program

Job title Midsummer Conservatory Program Chaperone Oxford
(contract- fixed term- 3 weeks)

Responsible to Dean and Programs Manager

Responsible for the pastoral care of the students and generally supporting the successful running of our Midsummer Conservatory Program, predominately based at Wadham College, Oxford.

Purpose of job

1. Student Chaperone Provide the highest standard of pastoral care and support to the students attending the Midsummer Conservatory Program, helping them adjust to their new surroundings, accompanying them on all trips and being on call should they need assistance.
2. Administrative Support Provide administrative support to the Programs Manager and Dean, to ensure the smooth running of the Midsummer Conservatory Program.

Duties & Responsibilities

A Chaperone's priority is always to the young person. As per the Children's Act 1989, 'the child's welfare is paramount' and you will accept a duty of care for all young people.

Main duties and responsibilities include but are not limited to the following:

- Meet students at the airport on arrival, make sure they have enough money to pay for the coach and ensure they get on the coach to Oxford.
- Escort students to and from their classes off campus
- Making sure each room is set up with all needed equipment for each class.
- Attend morning meetings each day and give out any relevant information to students alongside the Dean.
- Type up itineraries for all trips and excursions - (*break down of the day, where to meet, times we'll be doing things, making maps, putting our contact details on, putting in tickets for the shows and making lists of who is sitting where, etc.*)
- Compiling the weekly newsletter for circulation to parents, teachers, BADA Staff, US Faculty and the students.
- Create all notices and sign-up sheets needed for the optional activities (Tutorials, places to visit in London/ Oxford etc.)
- Create sign-in sheets for students for the following day at the end of each day.
- Create schedule of the following day's events and classes each day to be put up at the end of each day.
- Sit in on masterclasses and take promotional pictures for the MCP Newsletter and BADA website.
- Keep office tidy and assist teachers with photocopying needs and other admin related tasks.
- Take a register at Lunch and Dinner of the students each day.
- Make sure teaching rooms are locked and tidy at the end of each day.
- Make sure all students are in their rooms once the curfew time has passed each night.
- Be the first point of call for students for enquires, illness etc.
- Escort students to doctors if they are unwell.
- Help prepare for MCP Open Day- make signs to direct parents and create program for parents.
- Escorting and chaperoning students on day trips to Stratford Upon Avon and London.
- All other general admin work as required by the Dean and Programs Manager

- Assisting the Dean and MCP faculty on Open Day to ensure its smooth running.
- Set up of the office before the students arrive on Saturday and packing up of the office ready for collection on the final day.

In addition to the specific responsibilities of a Chaperone you will be expected to:

- Ensure adherence to BADA's policies and procedures with particular reference to equality, diversity and health and safety.
- Work in a flexible manner and to undertake other duties as reasonably requested by the Dean and Programs Manager.

Essential Criteria

Experience working with young people, especially 16-18 year olds.

Outgoing and sociable

Excellent organisational skills.

Strong administrative skills.

Excellent timekeeping and reliable.

Ability to work independently and collaboratively.

Confident with IT tasks including social media.

The ability to act with integrity and observe confidentiality.

The ability to communicate in a confident, clear and articulate manner orally and in writing.

Enhanced disclosure check (DBS) – this will be required before formal offer is provided

Child Safeguarding Training this will be provided to the successful candidate through BADA

Applicants must be aged 18+

Applicants must be UK/EU citizens or have a valid UK work permit

- You must be eligible to work in the UK
- You must be able to speak English fluently

Desirable Criteria

Interest or experience in Theatre

First aid training

Knowledge of Health and Safety including risk assessments

Hours of work

Your hours in Oxford will be flexible throughout the day starting at 08:00 and will generally be across seven days a week with regular breaks and a least one morning/afternoon off each week.

The pastoral responsibility remains throughout the program, but the youth leaders are allocated shifts by the Programs Manager.

One Chaperone will remain as being 'on duty' through the night, though this does not mean staying awake, rather that they will be contactable and on hand' in case of an emergency.

Terms of Contract

Your contracted dates will be Sunday 15th July 1pm – 4pm for Orientation and then Friday 20th July- Saturday 11th August 2018 inclusive. The fee for this contract will be £1500.00 which will be paid during the final week of the engagement period.

The contract includes single room accommodation at Wadham College for the whole duration of the contract (Friday 20th July – Saturday 11th August 2018).

Breakfast, lunch and dinner will be provided in Hall Monday to Friday and breakfast only on weekends. A budget of £60 is provided for food during the weekend upon collection of receipts.