

College Manager

Summer School Job Description 2026



ABOUT IMMERSE EDUCATION

Immerse Education offers unique academic programs for students aged 13-18 in prestigious locations like Cambridge, Oxford, London, San Francisco, New York, Boston, Toronto, Sydney, Tokyo, and Singapore, as well as online.

Our two-week residential programs provide students with a taste of advanced study and university life, allowing them to live and learn at top-ranked universities. Participants engage in a rigorous academic curriculum complemented by a vibrant mix of social and cultural activities.

Each year, we bring together students from over 150 countries, fostering a diverse learning environment. Our programs have received recognition from several esteemed organisations, including The Queen's Award for Enterprise, ATHE, NOCN and the British Accreditation Council, reflecting our commitment to quality education and enriching experiences.

ROLE BACKGROUND

Immerse Education is looking for great team leaders who are passionate about working with young people. We are looking for candidates with natural talent for organisation and logistics.

You must have the ability to motivate a team and be dedicated to the well-being of both your team and for the young people who attend Immerse Education summer programmes.

As College Manager, you will stay on-site for the duration of the session and oversee the running of the summer programmes hosted within your assigned college, leading a team of mentors and supporting academic tutors as they deliver the programmes each day.

Alongside three hours of academic sessions Monday to Friday, participants also enjoy a busy schedule of social and cultural events, some of which are organised and run by your mentor team under your leadership.

The number of students under your care will vary according to the college and programme dates of your session and can be as low as 30 students, up to a maximum of 250. Typically, the ratio of participants to mentors is 10:1.

You will be the primary point of contact and representative of Immerse for parents, students and staff, as well as host colleges and universities, for the duration of your session. It is a challenging opportunity yet highly rewarding in results.

RESPONSIBILITIES

- Provide direction and clear leadership to the students and staff within the college, including delivering training (provided by Immerse), and supervising site setup and pack down.
- Oversee the day to day running of the programme, ensuring that all bookings (arranged in advance by Immerse) and organised activities are ready to proceed as planned.
- Maintain accurate records of staff and student attendance throughout the programme. Communicate efficiently and effectively with Immerse head office regarding progress within your college.

RESPONSIBILITIES (CONTINUED)

- Act as primary point of contact and lead within your college for parents, students and staff.
- Build and maintain good rapport and working relationships with the full-time staff within the college, understanding that you are representing Immerse, a professional organisation, in this context.
- Keeping a detailed and accurate inventory list and coordinating stock between college managers when required.
- Manage day-to-day expenses and sundry purchases, keeping accurate records and adhering to a budget.
- Manage the staff rota, ensuring all team members work a similar amount of time and assigning responsibilities to mentors.

REQUIREMENTS

- Relevant experience of summer school leadership, or within residential settings (essential).
- Experience in leading, teaching and providing pastoral care for international students aged 13 to 18 (essential).
- QTS or relevant teaching qualifications (desirable).
- Experience managing, leading and motivating teams (desirable).

PERSONAL QUALITIES

- Ability to create a positive, supportive environment in which students, mentors and tutors are encouraged to perform to the best of their ability.
- Ability to motivate, encourage and bring enthusiasm to a team while maintaining professional distance.
- Excellent communication, time management and prioritisation skills.
- Highly organised, efficient and flexible, and able to work in a busy and fast-paced summer school environment.
- Adaptability, enthusiasm, sense of humour, patience and resilience.
- Be pleasant mannered and personable with a professional demeanour.
- Be self-motivated to achieve the highest standards in all things, particularly with regards to the quality of experience participants receive.
- A proactive approach to problem solving, knowing when to work independently and when to ask for support.
- Ability to work under pressure and manage the stress of others.
- Ability to manage a budget and keep accurate expenses records.

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PROGRAMME AVAILABILITY

The 2026 summer programmes run in two-week sessions between 27th June and 15th August. The list of programme sessions for summer 2026 is provided in the table below. Contracts are given as two, four or six week contracts, though you will be required to start up to four days before the start of a session to receive training and help set up the summer school, if required. You will be asked about your availability during the application process.

Session	London	Cambridge	Oxford	Singapore	Tokyo	Toronto	Sydney
Session 1: 27 June - 11 July	✓	✓		✓			
Session 2: 4 July - 18 July		✓	✓		✓	✓	✓
Session 3: 11 July - 25 July	✓	✓		✓			
Session 4: 18 July - 1 August		✓	✓		✓		
Session 5: 25 July - 8 August	✓	✓					
Session 6: 1 August - 15 August		✓	✓				

APPLICATION PROCESS

- Please complete the online application form which will require you to attach your CV. Short-listed applicants will then be invited to a live webcam-based interview.
- Final stage applicants will take part in a task-based interview with our Recruitment team.
- Successful candidates will undergo an enhanced DBS check and must provide a copy of their right to work for our records.
- Successful applicants will be offered an opportunity to acquire an emergency first aid and mental health first aid training certificate as part of the residential on-boarding training before the start of the programme.