

Assistant 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 the Assistant Manager, you'll stay on-site and work alongside the College Manager in helping to oversee the running of the summer programmes hosted within your assigned college, assist in leading a team of mentors and support academic tutors as they deliver the programmes each day.

Alongside three-to-five 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 the leadership of the College Manager and Assistant Manager. Typically, the ratio of participants to mentors is 10:1.

The pastoral care provided by Immerse is what sets us apart as an industry-leading summer school provider and is an element of the programmes that we value highly and take very seriously.

You will liaise with students, mentors and staff for the duration of your session. It is a challenging opportunity, with a varying work schedule, that is ultimately rewarding.

RESPONSIBILITIES

- Support the College Manager in providing direction and clear leadership to the team of mentors within the college.
- Liaise with College Manager and Mentors in overseeing 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.
- Monitor the well-being and behaviour of all participants and be a primary point of contact for safeguarding and welfare concerns within your college, responding in line with Immerse Education's policies and procedures (provided in advance, together with a training day).

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RESPONSIBILITIES (CONTINUED)

- Communicate efficiently and effectively with Mentors, College Managers and Immerse head office.
- 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.
- Supporting in keeping a detailed and accurate inventory list, managing day to day expenses and coordinating stock between other colleges when required.
- Support academic subject tutors with classroom set-up and management.
- Assist with the scheduling of airport transfers.
- Taking on the responsibilities of the College Manager in their absence (typically, once per week).

REQUIREMENTS

- Relevant experience of summer school leadership, or within a residential setting (essential).
- Experience in providing pastoral care for international students aged 13 to 18 (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.
- 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 a proactive approach to problem solving, knowing when to work independently and when to ask for support.

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PROGRAMME AVAILABILITY

The 2026 summer programmes run in two-week sessions between 28th 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
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.
- 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 training certificate and mental health training as part of the residential on-boarding training before the start of the programme.