

Summer School Mentor – Academic Insights

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

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.

We are looking for outgoing, friendly and responsible individuals who are comfortable managing small groups of students from a variety of backgrounds.

You will live on campus and be responsible for ensuring that the individuals in your 'mentor family' are settling into the programme and making the most of the opportunities that the programme affords them.

Mentors should aim to create a 'home away from home' and act as both a responsible adult and as a mentor to the participant throughout their time on the programme.

As the first and foremost point of contact for the participants in your 'mentor family' you are the main pastoral care provider and report to the College Manager within your assigned college.

Mentors are a team of university undergraduate students who have been selected to supervise programme participants, to lead extracurricular activities and to organise evening social events.

Mentors are also assigned groups of approximately 10 participants, and they are responsible for ensuring the well-being of these students for the duration of the programme.

Mentors stay on-site in the colleges, and as such, work schedules can vary extensively throughout the duration of the contract. Rotas and working hours are scheduled by College Managers at the beginning of session.

This is a highly challenging and rewarding position, and mentors find the more they put into the programme, the more they get back.

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RESPONSIBILITIES

- Provide support, information and guidance to participants, ensure they are aware of the programme schedule and actively participating in the programme
- Organise prepare and lead on extracurricular activities (ie sport, formal dinners, workshops, excursions etc)
- Be on-site each day providing pastoral and logistic support to participants and members of staff
- Accompany students to/from airports, assist them with registration, help with the transportation of luggage to their allocated rooms and show them around the College
- Assist the College Manager with site set up, including classroom preparation, display creation, cleaning and tidying as required
- On occasion, mentors provide lesson cover for tutors in their absence, though we try to minimise this as much as possible
- Ensure that every venue/classroom is cleared of rubbish, and is neat and orderly after every single event, ready for the next session
- Assist subject tutors if/when required during subject-related practicals outings and field trips
- Special role - each mentor will be allocated responsibility over one of the following areas: managing social media, blogging, organising the final night party, AV, talent night coordinators, logistics, college tours, managing excursions.
- Attend evening meetings with the College Manager, followed by curfew patrols
- Be the face of Immerse Education to students, staff and parents and uphold our high standards of quality, safety and academic excellence
- Share your experience as an undergraduate student with the participants and provide useful insight on the application process to your field of studies
- Ensure the summer programme operates within the Safeguarding, Health & Safety and risk assessment guidelines
- Assist with other duties around the summer school as required

REQUIREMENTS

- Current or recent student at a Russell Group or Ivy League University or other high-ranking University (essential).
- Relevant experience of residential summer schools or summer camps (desirable).
- Relevant experience in events and/or customer service (desirable).
- Good knowledge of the host city (desirable).

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PERSONAL QUALITIES

Applicants should be extremely organised, efficient and flexible, and able to work in a busy, fast-paced and often challenging summer school environment

Adaptability, integrity, enthusiasm, patience and ability to work with children of different ages.

Be pleasant-mannered and personable with a professional demeanour

Be flexible in working times as early starts/late finishes may be necessary during peak times

Be self-motivated to achieve the highest standards in all things, particularly with regards to the quality of experience participants receive

Be creative and enthusiastic in all activities and ensure participants have an unforgettable experience with Immerse Education

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	Boston
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

1. Please complete the online application form which will require you to attach your CV or resume.
2. Short-listed applicants will then be invited to an online webcam-based interview.
3. Successful candidates will undergo an enhanced DBS check and must provide a copy of their right to work (i.e. Passport/Visa) and identification.