

## Course Supervisor

We are looking for a pool of Course Supervisors to support our courses during the school holidays both residential and non-residential across the UK.

**ABOUT EDT:** EDT is a UK-wide charity with over 30 years of experience developing and delivering industry-linked STEM educational content. Our mission is to connect young people with industry and inspire STEM futures. Our programmes are designed to engage a wide range of young people and meet the needs of industry and education, through face-to-face and virtual delivery. Young people are at the heart of what we do and through providing industry informed, curriculum enhancing learning experiences, we help them develop personal and interpersonal skills, fulfil their potential, and make informed decisions about their future. We recognise their achievement through Industrial Cadet accreditation and awards, an industry-led quality benchmark.

**ABOUT THE ROLE:** You will act in loco parentis at our courses, sharing your passion for STEM education, by supporting 13-17-year-old students to make well-informed decisions about their own futures in STEM.

**Reporting to:** Head of Individual Programmes for EDT

**Hours:** The courses range from 3-5 days, for non-residentials the hours are typically 8:30 - 4:30 (excluding travel time) for residentials core hours will be 07:30am – 10:30pm with appropriate breaks.

**Pay:** A good rate of pay dependent on course and duration (will be confirmed on request) plus reasonable travel expenses can be claimed in line with EDT's policies.

**Location:** As per your accepted allocation across the UK.

### Key Responsibilities:

- Make contact with partner organisation prior to course and agree how to best support them.
- Prior to the course you will download your Supervisor Pack which you will take to the course, and familiarise yourself with the partner locations through Joining Instructions.
- You will welcome and check off students as they arrive with their parents – confirming their homeward travel arrangements to avoid “leaving early” requests, noting arrangements in your Supervisor Pack then settle them into their accommodation (if applicable), provide course programmes, and introducing them to other students.
- Use the Supervisor Pack resources to identify students with dietary needs or medical conditions at the beginning of the course and make sure any specific needs or adjustments are supported during the course.
- Should a student not arrive, you will contact the student and/or their family to find out why within 1 hour of the expected arrival time and keep the EDT Student Recruitment team and partner organisation updated.

- During the Welcome Briefing, you'll explain your role to students and remind them about the Code of Conduct they've agreed to, and the sending home sanction.
- You will work collaboratively with the partner organisation to ensure the safety of all students, moving them around locations in a timely way. You will carry out a headcount at the beginning and end of each day, as well as at other key times to ensure that all students are accounted for.
- You will help to resolve any pastoral issues with students, which may include dietary requirements, religious/faith observations or homesickness.
- You will encourage students to participate and gain maximum benefit from the course by actively engaging with them during hands-on activities, leisure activities, and sign-posting further information as appropriate.
- For residentials you will ensure that all students are in their individual rooms and have signed in by the agreed curfew time every evening.
- You will be an ambassador for EDT and will use language and behaviour which recognises the partner organisation as EDT's client.
- You will ensure student feedback have been completed before made they leave the course.
- Within 3 days of the course finishing, you will provide concise but comprehensive Supervisor Feedback to include your opinion of the academic content and administration of the course, non-attendance and injuries/illness/behavioural or other issues with students.

### **Full training provided.**

### **Job Specification:**

- A positive can-do attitude, enthusiastic about promoting STEM opportunities to young people.
- Previous experience working with young people advantageous.
- A current DBS check advantageous.

### *Notes:*

- *This list of duties is not exhaustive.*
- *Appointment is subject to satisfactory DBS check and attending Supervisor training.*
- *As an ambassador for EDT, you will use language and behaviour which protects and promotes the rights of everyone you work with.*

**How to apply:** Please submit your CV and covering letter which outlines your specific interest and ability to successfully fulfil this role to Ellen Pugsley: [e.pugsley@etrust.org.uk](mailto:e.pugsley@etrust.org.uk)

**Closing date:** Ongoing recruitment.

**Interview dates:** Interviews will be conducted on rolling basis.