

Saïd Business School pre-University Summer Schools: Head of Pastoral Care Job Advert

Overview

Saïd Business School runs a portfolio of academic pre-university summer schools for 15- to 18-year-old students on a range of academic subjects including:

- Future Climate Tech Innovators
- AI and Machine Learning Pioneers
- Future Entrepreneurs

The programmes are run in partnership with different departments in the University. The departments provide subject matter experts and Oxford Saïd provides business skills expertise, as well as being responsible for the programme delivery and student experience.

Students attend from across the globe to spend 2-weeks on campus in Oxford learning from the University's academics and subject matter experts and experiencing a taste of what life could be like as an undergraduate student. Many of the students will have expressed an interest in applying to our University at some stage.

Programme Details

Dates and Duration:

- o 19 July to 1 August 2026 (13 nights)
- o 2 August to 15 August 2026 (13 nights)

Type: Residential, in-person

Location: Oxford – Saïd Business School and accommodation in different Colleges

Participants: 60 x 15–18-year-old old students from across the globe on each programme

The Head of Pastoral Care Role

As Head of Pastoral Care, you will stay on-site for the duration and oversee the running of the summer programmes, leading a team of student ambassadors and working with the in-house Programme Delivery team and academics as they deliver the programmes and student experience each day and evening.

The students undertake a minimum of 6 hours of academic teaching Monday to Friday, and also participate in a busy schedule of extra-curricular activities throughout weekdays and weekends, which will be run by the student ambassador and Programme Delivery team under your leadership. Typically, the ratio of participants to mentors is 6:1.

You will be the primary day to day point of contact and representative of Oxford Saïd for parents, students and staff, as well as the University Colleges where students will be staying for the duration of the summer programmes.

We are looking for a Head of Pastoral Care who will have significant experience working with young people aged 15 to 18 yrs, and who have previously worked in a supervisory position on large summer programmes and/or with young people in education settings.

You must have experience of making independent informed decisions relating to the implementation of safeguarding decisions, fully up to date with safeguarding guidelines, be a confident communicator, flexible, and able to work in a fast-paced environment.

This role is likely to suit an individual who has experience as a boarding school House Manager or Deputy Boarding Manager.

Person Specification:

You will play a vital part in ensuring that our summer schools are a success and promoting the University as well as benefits of studying to achieve academic success.

You will be required to be resident in Oxford for the duration of each summer school.

College accommodation and meals whilst on shift will be provided free of charge.

For this role, you will be required to obtain a DBS check, which we will organise. You will also be required to attend training on safeguarding and first aid.

Key Responsibilities:

- **Student Safety and welfare**
 - Ensure all safety measures and safeguarding policies are followed throughout the programme.
 - Respond quickly to any safety or welfare concerns, prioritising student well-being.
 - Implement student supervision processes and maintain a safe environment for students and staff.

- **Student Experience:**
 - Understand the entire two-week programme schedule and all activity options.
 - Plan and deliver activities, events, and excursions with attention to detail, ensuring a high-quality student experience.
 - Adapt and communicate plans clearly to the Student Ambassador teams, exceeding student expectations.

- **Leadership and Collaboration:**
 - Work closely and collaboratively with the Programme Delivery Manager, Programme Directors plus Student Ambassadors to ensure smooth and effective communication.

- Lead and mentor Ambassadors, offering support and guidance in managing students.
- Provide leadership in resolving challenges in a professional and efficient manner.
- Uphold the School's values when interacting with students, staff, and third parties.
- **Administration, Systems, and Compliance:**
 - Manage any ad hoc payments needed and receipts.
 - Work with the Delivery team to ensure all risk assessments and event planning needs have been undertaken and adhered to
 - Oversee student registers and report and manage incidents

Essential and Desirable Criteria

Essential

- Be an experienced pastoral care education leader with experience of looking after 15 to 18 year old students and managing delivery teams.
- Able to demonstrate effective communication, leadership and team-working skills.
- Excellent organisation and project planning skills, punctuality and a flexible pro-active attitude.
- Have a willingness to work flexibly and be available in-person throughout the duration of the assignment.
- Be able to attend compulsory training sessions prior to the summer school.
- Experience in training teams.
- Experienced in safeguarding requirements and managing conflicts
- Have a clean DBS check.

Desirable

- Have experience working on a university summer school.
- Have experience in leading and motivating teams

Training

The Head of Pastoral Care will be required to attend full health and safety, safeguarding and CMA compliance training once a successful application has been made.

Pay

£25.19 - £29.88 per hour

Application

Please complete the [online application form](#) by 1 pm on Thursday 16 April 2026. Interviews will take place via Teams later in April 2026. Please check you are available for the programme dates.