

2018 University Preparation Summer Courses Course Assistant (Residential)

Concord College has a global reputation as a leading international centre for academic excellence, based on our students' consistently high performance in exams and their success in gaining entry to top UK universities. Concord is also known for the warmth of its community and the care and attention given to each individual student.

Our University Preparation Summer Courses run concurrently with the existing well-established International Summer Course. These programmes are for academically able students aged 16-18 who are about to embark on A-levels, or who have completed one year of A-levels and are preparing to submit university applications. Each course includes a programme of world-class visiting speakers, from lecturers at top Russell Group universities, to legal and medical professionals, industry experts and pioneering researchers, and will be overseen by Concord's own Oxbridge-educated teaching professionals.

Concord College is seeking University Preparation Course Assistants to assist with hospitality and administration, student mentoring and supervision, and to perform house parent duties. Staff will be expected to promote the aspirational nature of the programme, actively contribute towards its aims, and maintain a professional, courteous demeanour in keeping with the highly academic nature of the course and the excellent impression we wish to create for our guest speakers and students. Course Assistants will report to the Course Liaison Coordinator.

Accommodation, full board and a laundry service will be provided. Course assistants are supported by the experienced Summer School Management and Pastoral Teams.

We only employ staff with a native-speaking level of English. Applicants must have the right to work in the UK as the College does not apply for work permits, visas or offer sponsorship to those applying from outside Europe.

All successful applicants will be asked to undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Qualifications and Experience

Assistants must have attained, or be studying towards, a degree from a university in the UK, in a subject area related to the programme on which they would be employed.

Applications are particularly welcomed from individuals with prior knowledge of the school environment (for example alumni students) as this will facilitate the applicant's ability to support students who are new to the school.

A native-speaking level of English is essential, as is at least one year's experience of living in the UK.

Course Dates

	Course	Course dates for staff
1	Medicine	29th June – 13 th July
2	Natural Sciences (including Biological, Chemical & Earth Sciences)	13 th – 27 th July
3	Engineering (with Applied Maths & Physics)	27 th July – 10 th August
4	PPE	10 th – 24 th August

Further details, including a full job description and details of remuneration, are available on request.

*****Applicants will be invited to a Skype interview as part of the selection process.*****