

**UNIVERSITY PREPARATION SUMMER COURSE ASSISTANT 2018 (RESIDENTIAL)**

**Introduction**

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, the care and attention given to each individual student, and the professionalism of its dedicated staff, all of which create a unique environment where international students can flourish and reach their full potential.

Our University Preparation Summer Courses will run concurrently with the existing well-established International Summer Course. These courses 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.

All University Preparation Course 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 hospitality we wish to extend to our visiting speakers.

Our goal is to provide an opportunity for students to discover more about the courses they might wish to pursue at university and the careers they may follow thereafter, through an inspirational programme of guest speakers and additional university preparation activities in subject specialisms.

**Course Dates**

	<b>Course</b>	<b>Course dates for staff</b>
1	<b>Medicine</b>	Induction Friday 29 <sup>th</sup> & Saturday 30 <sup>th</sup> June; Course dates Sunday 1 <sup>st</sup> – Friday 13 <sup>th</sup> July inclusive
2	<b>Natural Sciences (including Biological, Chemical &amp; Earth Sciences)</b>	Induction Friday 13 <sup>th</sup> & Saturday 14 <sup>th</sup> July; Course dates Sunday 15 <sup>th</sup> – Friday 27 <sup>th</sup> July inclusive
3	<b>Engineering (with Applied Maths &amp; Physics)</b>	Induction Friday 27 <sup>th</sup> & Saturday 28 <sup>th</sup> July; Course dates Sunday 29 <sup>th</sup> July – Friday 10 <sup>th</sup> August inclusive
4	<b>PPE</b>	Induction Friday 10 <sup>th</sup> & Saturday 11 <sup>th</sup> August; Course dates Sunday 12 <sup>th</sup> – Friday 24 <sup>th</sup> August inclusive

**Please note: Induction training days are paid, contracted days and attendance is mandatory for all summer course staff.**

**Purpose of the Role**

Course Assistants report to the Course Liaison Coordinator and the Summer Course Director, and will provide support to ensure the smooth running of the courses, and the best possible pastoral care and wellbeing of the students.

The post-holder will provide help, encouragement and support to students and act as a positive role-model, setting a good example by his/her conduct and conversation. The post-holder should show an interest in the

academic aspirations of the students on the course and should be open to discussing their experiences of university life with the students on the programme, in an informal mentoring capacity.

The post-holder should be professional yet approachable and should be aware that this some students may not have been away from home for this length of time before.

### Qualifications/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 Concord College 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.***

### Main Responsibilities/Duties include:

- assisting with hospitality duties for visiting speakers, including meeting and greeting, checking photographic ID, serving tea and coffee and checking taxi arrangements where required;
- supervising evening activities, as directed by the Course Liaison Coordinator;
- producing subject-specific resources and/or suggested reading connected to the post-holder's own course of study, to assist students interested in similar subject choices at university, as directed by the Course Liaison Coordinator;
- assisting in checking any student absences;
- working as part of a duty team - duties will include supervising meal times and break times and accompanying students on excursions as per the timetable issued;
- listening to students and dealing with their queries/problems;
- escorting students to/from their accommodation;
- performing all house parent duties;
- helping to ensure that students follow college rules and regulations & setting an example with regard to punctuality and standards of behaviour;
- maintaining good communication with the Course Liaison Coordinator, Summer Course Director, Safeguarding Manager, house parents, teachers, senior management team and college nurses to ensure the best possible pastoral care of students;
- reporting any welfare concerns or child protection issues that may arise to the Safeguarding Manager, and recording these in the house log;
- engaging with students in a friendly but professional manner, ensuring that appropriate boundaries are maintained between the course assistants and students in their care;
- making time to talk to and, more importantly, to listen to students at room check at the end of each day;
- checking on the condition and décor of rooms on the penultimate day of the course, along with the Course Liaison Coordinator;
- assisting with the supervision of students during airport transfers at the start and end of each course;
- other ad hoc duties as instructed by the Course Liaison Coordinator and the Summer Course Director.

**Please note:** Course Assistants will be expected to be in residence overnight when students are in residence.

**Other duties may include:**

- supervising students crossing the road to the shop in the village (10.30-11am and 3pm-5pm);
- being on standby to volunteer for any additional activities;

Performance reviews will be undertaken by the Course Liaison Coordinator with all staff during the course. This forms part of the appraisal process.

Staff are expected to dress appropriately for duties, and be smart and well-presented at all times, in keeping with the requirements for meeting and greeting the visiting speakers and representing the school at all times for the duration of the programme.

*Further details and guidance on the responsibilities of the role will be provided during Induction.*

### Personal Attributes/Skills

- *Must be studying towards or have already attained a degree in a discipline relevant to the course applied for*
- *Courteous demeanour & excellent communication skills; willingness to interact with visitors and students in a manner representative of the ethos of the school*
- *Enthusiasm for promoting academic excellence*
- *Willingness to share experiences of university life with students attending the programme*
- *Adaptable and flexible in supporting the needs of the course in its first year*

### Hours of Work

Variable hours: between 13:15 & 21:45 on standard teaching days; Course Assistants will 'live in' and be the overnight point of contact for students in their capacity as house parent. Shifts and time off are organised on a rota basis.

### Remuneration

*Salaries and allowances are detailed on the attached rates of pay sheet. Figures are based on staff working a full course and include holiday pay. The applicable breakdown is provided on contracts of employment.*

*Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS or cheque, and should ensure they have a bank account which will accept a transfer or cheque in pounds sterling drawn on an English bank.*

*In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), laundry service and three meals a day.*

### Holiday Entitlement and Pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 28 days per annum pro-rata and it is calculated based on full attendance during the course. It is possible to request one day's leave of absence only during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

### Special Conditions

***All staff are expected to behave in a professional manner at all times, and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff 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. Completed DBS applications and/or overseas police check documents **must** be provided prior to commencement of employment.

Summer Course staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

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

***Applicants will be invited to interview in person or via Skype call.***

ZT revision December 17