

CONCORD COLLEGE

2020 University Preparation Summer Course

Course Assistant (online)

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 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 medical professionals, industry experts and pioneering researchers.

Concord College is seeking University Preparation Course Assistants to assist with administration, student mentoring and supervision. Working remotely, staff will provide help, encouragement and support to students through generating dialogue, guiding online discussions and running activities that will help students prepare for life at university beyond the main academic content of the course. They will 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 Student Futures Officer and the Summer Course Director. They will provide support to ensure the smooth running of the courses and the enhanced learning of the students.

A proficient level of English (both written and spoken) is essential to the post. 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.

It is expected that staff will work 66 hours per course, however, this will be reviewed.

All successful applicants must 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 high-ranking 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 Concord.

Dates

Course	Course dates for staff
Economics, Finance, Accounting and Business	3 rd -14 th August inclusive.
Medicine (and Biomedicine)	3 rd -14 th August inclusive.
Engineering	3 rd -14 th August inclusive.

Remuneration

Basic salary - £734

A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK. Applicants will be invited to a video interview as part of the selection process. For further details regarding the role, please see the full job description.

For further details regarding the role, please see the full job description. If you would like to apply, please complete an application form and return it to HRsummercourse@concordcollege.org.uk

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The closing date for applications is Tuesday 23 June 2020

Concord College, Acton Burnell, Shrewsbury, Shropshire, SY5 7PF.

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