



## JOB DESCRIPTION and PERSON SPECIFICATION

### UNIVERSITY PREPARATION (ONLINE) SUMMER COURSE COURSE ASSISTANT

#### 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 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.

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.

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

The post-holder should be professional yet approachable. They will provide help, encouragement and support to students and act as a positive role-model, setting a good example by their online 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 main goals of the role will be to support the learning of the attendees through generating dialogue and guiding online discussions, and to prepare and run supporting activities that will help students prepare for life at university beyond the main academic content of the course.

#### Qualifications/Experience

- Assistants must have attained, or be studying towards a degree from a high-ranking university 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 College.
- A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.

#### Main Responsibilities/Duties include:

- Preparing subject specific resources in a format that fits within the online platform structure;
- Attending staff meetings when required;
- Supervising and hosting supplementary activities, and supporting activities that are being run by external speakers as directed by the Student Futures Officer;
- 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 Student Futures Officer;
- Listening to students and dealing with their queries/problems;
- Helping to ensure that students follow the course rules and etiquette documents;
- Maintaining good communication with the Student Futures Officer and Summer Course Director to ensure the best possible learning provision for all students;
- Reporting any welfare concerns or child protection issues that may arise to the Safeguarding Manager, and recording these;
- 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 that are participating on the course;
- Carrying out any other ad hoc duties as instructed by the Student Futures Officer and the Summer Course Director.

**Please note:** Course Assistants will work from home so should maintain a good internet connection. They will be expected to use their own computer.

#### Other duties may include:

- Being on standby to volunteer for any additional activities.

Performance reviews will be undertaken by the Student Futures Officer with all staff during the course. This forms part of the appraisal process.

Staff are expected to dress appropriately for all video duties.

*Further details and guidance on the responsibilities of the role will be provided in the University Preparation Summer Course Staff Handbook, and 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 and 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;
- Competence in using computer software;
- Adaptable and flexible in supporting the needs of the course.

### Hours of work

Variable hours in advance of the course, to prepare materials and undertake administrative and planning tasks and flexible working for all admin related duties weekdays during the course. Throughout the period of employment, the role will be part time and will involve variable hours.

Shifts are organised on a rota basis.

### Remuneration

Basic salary - £734 for the duration of the course. Paid induction days are included in this figure.

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

### Holiday Entitlement and Pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks 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 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. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be provided by applicants.

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, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

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

***The post of University Preparation Summer Course Assistant will be very demanding with an expectation of professionalism at all times; however, we envisage that it will be very rewarding in terms of the contribution to students' development and that the opportunity to work with world-class experts will further enhance the experience.***

***Successful applicants will be invited to interview via video call.***

HP, LW, KW revision Mar 20