

SUMMER PROGRAMMES

www.kcl.ac.uk/summer

KING'S
College
LONDON



2023 STUDENT COURSE ASSISTANT SUMMER OPPORTUNITIES



The Summer Programmes team will welcome around 1500 international students to study at King's this summer. We are looking for confident, motivated, and hardworking King's students to work as Course Assistants and help us to deliver a wide variety of summer programmes at both pre-university and undergraduate levels. These roles are vital to ensure that all visiting students have a safe and enjoyable time at King's and in London. The programmes for this year include:

- **Pre-University Summer School** Session One, for 16-18 year olds (03 July – 7 July)
- **Pre-University Summer School** Session Two, for 16-18 year olds (10 July – 14 July)
- **Pre-University Summer School** Session Three, for 16-18 year olds (17 July – 21 July)
- **Undergraduate Summer School** Session One (03 July– 14 July)
- **Undergraduate Summer School** Session Two (17 July – 28 July)
- **Bespoke Programmes** (different weeks in July)

Each programme has specific requirements, and we will need several types of Summer Course Assistant.

All programmes might require additional days.

To find out more about King's Summer Programmes check out our website here - <https://www.kcl.ac.uk/summer>

Pre-University Summer School



Monday 3 July – Friday 7 July – session one
Monday 10 July – Friday 14 July – session two
Monday 17 July – Friday 21 July – session three

What is it?

A one-week academic and social programme based in the heart of London (three sessions). Residential or non-residential.

Who is it for?

Motivated and ambitious high school students, in their final two years of study before university (aged 16-18).

What does the programme offer?

- The chance to **experience university life** at a world class university
- **Expert teaching** by King's academic faculty and PhD students
- **Co-curricular** activities, excursions and events
- The chance to focus on the future with sessions around **admissions and careers**
- The chance to build **friendships** with students from all over the world
- The opportunity to meet **current King's** students who help facilitate the programme



Academic programme

In 2023 the following subjects will be on offer

- Business Management (all sessions)
- Law (all sessions)
- International Relations (all sessions)
- Psychology (all sessions)
- Media, Communication and Digital Culture (session 1 & 2)
- Medical Science (all sessions)
- Science, Technology and Engineering (session 1 & 2)



Social programme

Throughout the one-week programme students will be able to explore the city in small groups as well as enjoying organised social activities every evening.

Social activities may include:

- Welcome reception
- Southbank treasure hunt
- Quiz night
- Movie nights
- Sports nights
- Exploring the city



Pre-University Summer School



The student experience

Feedback from previous students:

"You get a real and memorable taste of university life, something which I will never forget."

"This Pre-University programme is amazing and unforgettable! High quality tutors, friendly peers, fun excursions and everything you would expect for in a summer school."

"I think one of the most memorable experiences King's has gifted me was being able to meet a wide range of people from different backgrounds. These long-lasting friendships we have formed are truly a once in a lifetime opportunities."

"A memorable experience that will definitely put you on the right path for your future."



Monday to Friday
8.30am-17.30 (additional
hours may be required)

Summer Course Assistants

- Registrations and student group management for set subject areas
- Liaising with tutors and Summer programmes management
- Accompanying all group excursions and activities – e.g., course excursions
- Assisting with delivery of course activities, workshops and events – admissions talks, student life Q+A, personal statement writing workshop, skills sessions
- Supporting academic work of students - supporting with student use of KEATS and library etc.
- Assisting the Summer Team with ad hoc tasks as required – enrolment, set up for events etc.
- Following safeguarding and health and safety policies and reporting procedures to ensure the safety of all students on the programme
- Motivating, engaging and encouraging students

Bespoke Summer Programmes



What is it?

Several programmes across July 2023, catering to a range of disciplines and cohorts.

Who is it for?

Undergraduate students from a wide variety of disciplines

What does the programme offer?

- The chance to **experience university life** at King's
- **Sample undergraduate teaching** at a British university
- Use London as a classroom and find out more about their subject through **course excursions** and trips
- **Keynote lectures** by senior King's academic staff and external speakers
- The opportunity to meet **current King's students** who help facilitate the programme
- A **social programme** of events and activities to explore London and the UK

Bespoke Summer Programmes

Bespoke Summer Course Assistants



- Registrations and student group management
- Liaising with tutors and Summer programmes management
- Accompanying all group excursions and activities –
- Assisting with delivery of course activities, workshops and events – admissions talks, student life Q+A, personal statement writing workshop, skills sessions
- Supporting academic work of students - supporting with student use of KEATS and library etc.
- Assisting the Summer Team with ad hoc tasks as required – enrolment, set up for events etc.
- Following safeguarding and health and safety policies and reporting procedures to ensure the safety of all students on the programme
- Motivating, engaging and encouraging students

Undergraduate Summer School



Monday 3 July – Friday 14 July
Monday 17 July – Friday 28 July

What is it?

A two- or four-week Summer School based at the Strand campus.

Who is it for?

Individuals (mainly UG) from UK and overseas interested in taking an undergraduate level course at King's.

What does the programme offer?

- The chance to **experience university life** at King's
- Our Undergraduate Summer School offers a wide range of modules spanning subject areas such as health and science, law, governance, business management, culture and ancient languages. Some examples are:
 - 3D Printing
 - Terrorism and National Security
 - Finance and Financial Markets
 - Drug Discovery
 - Psychology. The Mind and the Body
 - Politics and the Media
 - Museums of London: Curating the City
- Use London as a classroom and find out more about their subject through **course excursions** and trips
- A **social programme** of events and activities to explore London
- All modules offer **45 hours class contact hours** over a two-week session
- **Full assessment and transcript** issued upon completion

Undergraduate Summer School



Summer General Course Assistant role and responsibilities

- Arrival, registration and enrolment events
- Opening event support (first evening)
- Liaising between tutors and Summer Programmes Office
- Office administration and programme support
- Preparing and packing merchandise
- Collecting feedback
- Summer Society activity delivery

NEXT STEPS

- Complete the online application form by midnight on **Tuesday 11th April 2023**
- If shortlisted, attend a group interview on **18th / 19th April 2023**
- Interviews are likely to consist of scenario-based questions and group exercises
- If selected, you will be notified in the following weeks.
- Successful applicants will need to be able to do the following:
 - Complete a DBS check (via HR) if required
 - Register with King's Talent Bank (if not already registered)
 - Complete a 20-hour work week exemption form (for summer working hours)
 - Attend the mandatory training days before the start of your programme – these are paid training days.

If you have any queries about the programmes/roles in the meantime, please contact summer@kcl.ac.uk