

SUMMER PROGRAMMES – 2023

Job Description

Post title	Summer Programmes Course Assistant
Department/Division	Summer Programmes
Faculty/Directorate	School of Professional and Continuing Education
Responsible for	Academic Support & Student Support
Responsible to	Summer Programmes Central Team

Role purpose

- To supervise and support students during academic classes, workshops, talks, excursions and any daytime activities
- To assist academic tutors with any teaching support or course-related activity as required
- To provide subject support to students in academic classes and study sessions

Overview of key tasks and responsibilities

- To take responsibility for all students within the assigned group to ensure they are engaged with the programme and attend all timetabled classes and additional daily sessions in a timely manner; this includes any logistics involved with leading students to different activities & answering student queries
- To ensure attendance sheets are completed and returned to the Summer Programmes team as directed
- To assist with enrolment tasks, check-ins, campus tours and any other first day programme activities
- To undertake any course-related activity as required by the academic tutor(s) and help facilitate discussion and learning
- To attend regular briefings and keep all relevant staff members updated of any issues/concerns
- To ensure all relevant student information is handed over to the evening support staff to maintain student safety.
- To escalate complaints and safeguarding concerns to the Summer Programmes team in a timely manner and prioritise student safety at all times.
- To ensure all students adhere to the Summer School Code of Conduct throughout the programme

- To follow the Summer Programmes safeguarding guidelines and processes and conduct themselves in an appropriate manner at all times
- To assist and lead Summer Society social events as needed on and off-site
- To support the experience of students in the different summer programmes, providing any additional support and guidance they may require
- To assist with taking students off-site for educational excursions and be responsible for ensuring they are safe whilst off-campus
- To carry out other duties consistent with the post and/or as directed by the Summer Programmes team
- To ensure students are aware and fully compliant with in campus COVID and Health and Safety policies

Additional Information

Programme Dates:

July 3rd – July 28th (various programmes)

Working Hours:

Approximately 8.30 – 5.30pm each weekday of the programme, however additional hours may be required.

Payment:

£13.30 per hour.

All Course Assistants must have a valid DBS check (within last three years) before they start work on this programme. This can be facilitated by the Summer Programmes team ahead of the programme start.

All Course Assistants must attend 1-2 mandatory paid training days and a pre-programme briefing before the start of the programme. These will be in June and will be confirmed to successful postholders.

Further Information

Postholders will ideally have a background in the subject area they support and will need to commit to working the full duration of the programme(s) they are assigned to.