

Job Title:	Curriculum Assistant	Date:	Summer 2022
Place of Work:	Cambridge	Reporting to:	Program Director
<p>Purpose of Job: To work closely with the Director of Curriculum to help with the day-to-day running of our summer academic subject courses and help facilitate a positive, memorable, safe, and supportive environment for all students and staff.</p>			
<p>1. Support the successful delivery of courses by ensuring all facilities (classrooms, equipment, supplies and materials) are available on time and to the required standard.</p>			
<p>2. Undertake core logistical and administrative responsibilities to help support the Director of Curriculum and teaching staff.</p>			
<p>3. Communicate regularly with teaching staff to ensure that all core messages and important updates are received, and any changes implemented. Help facilitate any queries or requests from teaching staff.</p>			
<p>4. Play a proactive role in identifying potential problems and helping to resolve them in a manner commensurate with Reach Cambridge's core goals and values.</p>			
<p>5. Help to implement contingency plans for all academic teaching and learning resources.</p>			
<p>6. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Director of Curriculum or one of their nominees.</p>			
<p>Skills</p> <ul style="list-style-type: none"> • A problem-solver • Articulate, engaging and sociable • Hard-working and flexible • Empathetic, supportive and positive • High levels of energy, resilience and enthusiasm 		<p>Experience & Knowledge</p> <ul style="list-style-type: none"> • Current Undergraduate/First Class degree (2:1+) (Desirable) • Cambridge city, its colleges and history (Desirable) • Valid First Aid Certificate (Desirable) • Experience working in an office (Desirable) • Working with young people (Desirable) 	

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