

## **Summer School Teaching Assistant**

### **Reach Cambridge**

Seasonal work: July-August 2019

Place of work: Cambridge University Colleges

Reporting to: Director of Curriculum

Remuneration: £350-400 per week depending on experience. Half board accommodation may be available upon request.

#### Purpose of Job

To support the Director of Curriculum in the day-to-day running of our summer academic subject courses. To help facilitate a positive, memorable, safe, and supportive environment for all students and staff.

#### Key Accountabilities

- Support the successful delivery of courses by ensuring all facilities (classrooms, equipment, supplies and materials) are available on time and to the required standard.
- Undertake core logistical and administrative responsibilities to help support the Director of Curriculum and teaching staff.
- 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.
- 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. .
- Help to implement contingency plans all academic teaching and learning resources.
- 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 her nominees.

#### Skills

- A problem-solver
- Articulate, engaging and sociable
- Hard-working and flexible
- Empathetic, supportive and positive
- High levels of energy, resilience and enthusiasm

### Experience and Knowledge

- 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)

### How to Apply

Please see details of how to apply on our jobs page at <https://www.reachcambridge.com/jobs>