

Academic Assistant (Language Residential Schools)

Academic assistants provide administrative, clerical, and some technical support to module directors to help ensure the smooth running of the residential school. They have particular responsibility for school set-up and pack-up operations. Academic assistants are responsible, as part of the residential schools team, to the school/module director.

Role requirements

The role requirements vary according to needs of the school, but are likely to include to:

- receive, unpack and organise the distribution of materials and equipment in conjunction with the host site representative
- check that the residential school is properly equipped and, in the event of missing equipment, inform as appropriate the school/module director, the host site representative, the module manager or the materials warehouse
- attend tutor briefings and ensure teaching staff have briefing notes
- assist the school/module director in organising and allocating rooms for teaching sessions and other events and help with the preparation of timetables, information sheets, and publicity material
- ensure that all teaching rooms and other areas are properly signposted
- assist the school/module director and tutors in ensuring the security of teaching areas by locking and unlocking doors
- be aware of safety regulations relating to the use of facilities, materials, and equipment and assist the school/module director in ensuring that working conditions and methods are safe and that possible hazards are promptly reported
- maintain supplies of module specific materials and distribute to tutors and students as required
- supervise use of residential materials as required.
- ensure tutors have all equipment required for tutorials
- liaise as required with school/module director, school administrator, assistant to students with additional requirements, school office staff, tutors and venue representatives
- act as an information source for tutors and students and ensure important information is posted to school notice boards

- assist the school/module director as required in organising special events such as guest lectures and site visits – this may involve liaising with external groups
- liaise with and assist the school administrator and other residential school staff in minor administrative duties and carry out general clerical and administrative duties in the school office as required by the school/module director
- assist school/module directors at handover in producing weekly reports, briefing new academic assistant, and ensure that paperwork, records and keys are returned as appropriate to the school office
- check availability of required materials at the end of each week and report to the school/module director any shortages
- (academic assistants appointed to the last school week only) pack module specific materials in an orderly manner and liaise with school administrator regarding return to materials warehouse

Person specification

Academic assistants are expected to be able to deal competently with complex tasks in the relevant language. In addition to the role requirements described above, there are the following personal requirements:

- ability to work with students from diverse educational, cultural and work backgrounds
- an understanding of and commitment to equal opportunity policy and practices
- an organised and systematic approach to work
- ability to work successfully both independently and in a team
- good oral communication skills
- ability to take initiative and exercise judgement
- willingness and ability to deal efficiently and effectively with student and staff enquiries
- respect for others' feelings while working in close proximity in a residential environment