

Residential schools Academic Assistant and Module Director Assistant – role description

Academic / Module Director 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 Module Director.

Some schools may need other types of assistant either in place of or in addition to the Academic Assistant.

Module Directors Assistants have the same role requirements as an Academic Assistant at a residential school, but the person specification is different. Normally the work of a Module Director Assistant demands more specific academic qualifications than that of an Academic Assistant. In recognition of this, Module Directors Assistants receive the same fee as a residential schools tutor. Module Directors Assistants are responsible, as part of the residential schools team, to the 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
- check that the residential school is properly equipped and, in the event of missing equipment, inform as appropriate the Module Director, the residential schools team, the Module Manager, or the materials warehouse
- attend tutor briefings and ensure teaching staff have briefing notes
- assist the 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, lecture theatres, laboratories and other areas as appropriate are properly signposted
- assist the 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 Module Director in ensuring that working conditions and methods are safe and that possible hazards are promptly reported

- receive, unpack, set up and supervise use of any audiovisual equipment provided and liaise with venue technicians or University staff regarding maintenance as necessary
- maintain supplies of module specific materials and distribute to tutors and students as required
- supervise use of any audiovisual equipment provided and liaise with venue technicians or University staff regarding maintenance
- supervise use of residential school books, CDs, DVDs, videos, scores, tapes, slides, and other materials as required. For arts modules, materials of this type are loaned to tutors and students over the module for the week and Academic Assistants are responsible for ensuring their return
- ensure tutors have all equipment required for lectures, tutorials, and laboratory sessions and prepare the lecture theatre for major presentations
- liaise as required with Module Director, School Director, School Administrator, assistant to students with additional requirements, school office staff, tutors, visiting teaching staff, and venue representatives
- act as an information source for tutors and students and ensure important information is posted to school notice boards
- assist the 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 Module Director
- assist Module Directors at handover in producing weekly reports, briefing of 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 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

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

Please also note that for the T885 Module Directors Assistant role there will be a large amount of manual handling involved in the equipment set-up.