

Summer Assistant Job Descriptions

Important – To apply for this role, please use [this link](#)

Please do not use the apply button in the KTB website, we cannot accept and assess applications submitted that way

King's Summer Programmes are recruiting for a number of roles to support the delivery of the 2025 on-campus summer school programmes. The Pre-University Summer School offers a wide variety of courses in different disciplines to international students aged 16 and 17. The Undergraduate Summer School offers courses for students who are 18+. To provide excellent student experience and ensure the wellbeing of students, Summer Programmes is seeking Course Assistants, Residential Assistants and Undergraduate Summer School Assistants from within the King's student community. Full-time and part-time roles available as well as the opportunity for overtime. Candidates can apply for multiple roles within the same application form.

About the Positions

ROLE 1

COURSE ASSISTANT

Each Course Assistant supervises and supports a group of pre-university students during academic classes, workshops, talks, excursions and any daytime activities that may be to do with the programme. The role accompanies students to class and assists academic tutors with the delivery of course-related activities (AV set-up, split students into break-out groups, finding assignment in KEATS). The postholder provides subject support to students in academic classes and study sessions.

Overview of key tasks and responsibilities

- Responsible for Pre-University Summer School students within their assigned group to ensure that students are engaged and attend all timetabled classes and any additional activities in a timely manner
- Lead and accompany Pre-University students to pre-organised activities and answer queries
- Complete student attendance records in a timely manner
- Assist with student enrolment tasks on KEATS, welcome talk, programme registration, directions, campus tours and any other programme activities that may arise on the first day of the programme as directed by the Programme Delivery Manager

- Undertake course-related activities as required by the academic tutor(s) and help facilitate discussion and learning in class
- Attend daily briefings with the Programme Delivery Manager and keep all relevant staff members updated on any issues and concerns that arise.
- By the end of each shift, hand over relevant student information to the next responsible staff to maintain consistency and continuity in student safety and wellbeing
- Escalate complaints and safeguarding concerns to the Programme Delivery Manager and Programme Delivery Coordinator in a timely manner; prioritising student safety and wellbeing at all times
- Ensure all students adhere to the Summer School Code of Conduct throughout the programme
- Follow the Summer Programmes Safeguarding guidelines and processes and conduct themselves in an appropriate manner at all times
- Assist in extracurricular activities and events as needed on and off-site
- Accompany the allocated group of students on educational excursions and ensure that they are safe whilst off-campus according to the relevant Summer Health & Safety and Safeguarding procedures
- Carry out other duties consistent with the post and/or as directed by the Summer Programmes team

ROLE 2

RESIDENTIAL ASSISTANT

Each assistant will be assigned a group of pre-university students to support during evening, weekend and nighttime activities on campus, off-site and in residences. The successful candidate will maintain regular contact with the allocated group of students and ensure all students are accounted for by set timeframes (for example, evening curfew and lights out).

All Residential Assistants will be required to stay in the designated King's residence alongside the Pre-University Summer school students for the duration of their assignment.

Overview of key tasks and responsibilities

- Accompany students to organised on and off-site activities during the day, in the evening, at night and over the weekend
- Supervise Pre-University Summer School students in the designated residence, ensuring all students are accounted for at set times, including curfew, lights out, and during activities or excursions, with attendance sheets promptly completed and submitted to the Senior Residential Summer School Manager.

- Encourage participation by promoting social calendar events and ensure students attend all compulsory activities; this includes accompanying students to different activities
- Enthusiastically engage with students during activity sessions
- Attend daily briefings and escalate complaints and safeguarding concerns to the Student Wellbeing Manager in a timely manner to prioritise student safety at all times
- Uphold the principles and policies according to the Summer Programmes Staff Handbook including safeguarding guidelines and processes
- Ensure that students adhere to the Summer Programmes Student Code of Conduct, the Accommodation Rules and Regulations and Health and Safety policies throughout the programme
- Take an active approach with regards to safeguarding and student wellbeing by being approachable
- At the end of each shift, hand over relevant student information to the next responsible staff to maintain consistency and continuity in student safety and wellbeing
- Take initiative during student independent time periods to ensure that students have fulfilling social activity options available
- Monitor noise levels, litter, general tidiness and damage; making sure that all necessary residential systems and procedures are followed
- Conduct yourself in a professional and friendly manner at all times
- Carry out other responsibilities consistent with the role as directed by the Student Wellbeing Manager

Person specification (Experience, Skills and Knowledge)

Essential

- Relevant work or voluntary experience in a summer school or study abroad programme
- Friendly and personable manner
- Supportive, patient and encouraging approach with young people
- Ability in working in a team
- Clear and confident communicator
- Ability to think on your feet
- Good time management
- Able to manage group dynamics with support

Desirable

- An appreciation for Health & Safety and Safeguarding issues (training is provided)

ROLE 3

UNDERGRADUATE SUMMER SCHOOL ASSISTANT

The Undergraduate Summer School Assistant will supervise and support the undergraduate students throughout their extracurricular activities, including talks, excursions, and both daytime and evening activities related to the programme. Additionally, the assistants will be responsible for

supporting students during evening and weekend activities, both on and off campus, ensuring student safety, maintaining regular contact, and ensuring all students are accounted for within designated timeframes.

Please note, this is not a full-time position, and your hours will vary each day. There may be opportunities for overtime. Due to the nature of this programme, this role would suit an applicant with a flexible schedule.

Overview of key tasks and responsibilities

- Accompany students to organised on and off-site extra-curricular activities during the day, in the evening and over the weekend
- Assist with student enrolment on KEATS, welcome talk, programme registration, directions, campus tours and any other programme activities that may arise on the first day of the programme
- Encourage participation by promoting extra-curricular events
- Run extra-curricular events
- Complete attendance sheets promptly and return to the designated Programme Manager
- Escalate complaints and safeguarding concerns in a timely manner prioritising student safety at all times
- Attend daily briefings and keep all relevant staff members updated on any issues/concerns
- Uphold the principles and policies according to the Summer Programmes Staff Handbook including safeguarding guidelines and processes
- Conduct yourself in a professional and friendly manner at all times
- Ensure all students adhere to the Summer School Code of Conduct throughout the programme
- At the end of each shift, hand over relevant student information to the next responsible staff to maintain consistency and continuity in student safety and wellbeing
- Prioritise student safety and wellbeing at all times
- Carry out other responsibilities consistent with the role as directed by the Programme Delivery Manager
- Ensure students are aware and remain fully compliant with all applicable King's policies including Health and Safety

Person specification (Experience, Skills and Knowledge)

Essential

- Relevant work or voluntary experience in a summer school
- Ability in working with Study Abroad advisors
- Evidenced experience in conducting campus tours
- Friendly and personable manner
- Supportive and encouraging approach
- Clear and confident communicator with networking experience
- Ability to think on your feet with little supervision

- Exemplary time management and logistical planning
- Confident in managing group dynamics

Desirable

- An appreciation for Health & Safety and Safeguarding issues (training is provided)
- Awareness of the undergraduate experience

Additional Information

Location: Strand, Waterloo and Guys campus

Programme Dates: 29 June - 26 July 2025

Working hours

Course Assistants (full-time): 9am – 5.30pm (Mon – Fri)

Undergraduate Summer School Assistants (part-time): Depending on timetable, between 3pm-10pm (Mon – Sun). You may also be required in the morning for some shifts.

Residential Assistants: 7am – 9am (for wake up and breakfast duty) and 5:30pm – 2:30am (Mon – Sun)

We will aim to give Residential Assistants full-time hours where possible, but this may not be guaranteed. Please note that hours may vary week on week depending on student numbers. Rotas will be scheduled on an 8-hourly shift basis within the working hours mentioned.

Rate of Pay

£14.88 per hour (rate from March 2025)

Please note that successful candidates must have an active registration with King's Talent Bank. KTB is the platform via which the role will be offered as an assignment for a candidate to accept.

All positions require a valid DBS certificate (obtained within the last 3 years). The Summer Programmes team is responsible for carrying out DBS checks for successful applicants who do not have a valid certificate.

Interviews will be held between 24th March – 11th April 2025 and will be conducted in person.

Successful candidates must attend in person 1-2 mandatory training days and a pre-programme briefing in June 2025 before the start of the programme, as well as an online safeguarding training module.

These will be paid at the usual hourly rate. Exact dates and hours of the training days will be confirmed to successful applicants by 30 May 2025.