

**Student Summer School Assistants and a  
Lead Summer School Assistant  
required for Doshisha University Summer School Course at  
St. Catharine's College**

Four Student Summer School Assistants are required to assist annual course for students from Doshisha University in Kyoto, Japan. Japanese students come to improve their English and enjoy the inspiring experience of living and studying in College. Summer School Assistants welcome visiting students on their arrival in the UK, help them settle into their new surroundings, organize their social events and lead field trips, as well as helping with their work. They are vital to the success of the course.

We're looking to recruit individuals who are organised, patient, imaginative, flexible and able to work effectively as part of a team. As one of the main aims of the course is to improve participants' spoken English, interaction with the Summer School Assistants is particularly valued and vital to help the students get the most out of their time with us. The Assistants will be required to live in College accommodation throughout the period of the three-week course.

The rate of pay for the role of Summer School Assistant is £11.44 per hour plus holiday pay. We will also offer one free meal per day and free accommodation in a College room.

In addition, we are looking to employ a Lead Summer School Assistant to help co-ordinate and supervise their peers. The rate of pay for that role will be £12.00 per hour, plus holiday pay.

It is expected that normal weekly hours of work for all roles will be in the region of 35 – 40 (to be discussed at the interview stage).

The summer school will run from 4<sup>th</sup> to 24<sup>th</sup> August 2024 and we are ideally looking for individuals who can be available for the duration of the course.

Duties and responsibilities of the Summer School Assistant post:

1. Responsible for chaperoning a small group of 8 -10 Japanese students. The Assistant will be the first point of contact for them and provide a friendly and accessible basic level of pastoral care throughout the course, escalating matters to the Lead Assistant or Conference Manager when appropriate.
2. Organise and lead a daily schedule of varied activities: this includes work sessions to help their homework or/and revision, sports, and evening outings etc.
3. Be present and interact with the students as much as possible during mealtimes and Formal Halls.
4. Accompany the students on field trips and weekend outings – taking a group of students on overnight trips to London, Lincoln and York etc (accommodation costs will be covered).

5. Attend lectures and/or language classes as necessary, in order to be able to run revision sessions effectively.
6. Ensure teaching rooms are set up daily.
7. Assist language teachers, if requested, with equipment testing and other appropriate tasks.
8. The Lead Summer School Assistant will be responsible for coordinating the assistants, agreeing specific timetables and rotas and acting as the main point of contact for the Head Teacher and Conference Manager.

We welcome applications from individuals who are either current undergraduate students either at St Catharine's College or from another College or elsewhere in the University of Cambridge.

### **Application process**

Application letters and CVs should be submitted outlining why you are interested in the position and what particular qualifications or attributes you would bring to the role that would be of benefit. If you are applying for the Lead Summer School Assistant post, please indicate that in your letter.

Informal interviews will be held w/c: 17 June 2024

Please note, successful applicants will be required to undergo a DBS check prior to the course commencing.

Please send applications to: Zoe Fardell, Conference Manager: [conference.manager@caths.cam.ac.uk](mailto:conference.manager@caths.cam.ac.uk)