

**Downing Summer Programme 2024**

**Information for the role of Teaching Assistant**

**About the Downing Summer Schools**

Downing College has a long-standing programme for Summer Schools. The Summer School programmes, which began in 1998, provide the opportunity for students from around the globe to study at Downing.

Cross-disciplinary learning is at the core of the Summer Schools’ mission and 2024 is set to be our largest programme yet. The programme is designed as an enriching academic experience delivered through lectures, workshops and cultural experiences. Academic courses are offered in a variety of subjects and are delivered by a core team of teachers and academics.

For summer 2024, Downing College will be hosting two Summer School Programmes, one for secondary students (16-18 years) and one for undergraduate students (18+). More information on the 2024 Summer Programmes can be found on our website: [Summer Programmes | Downing College Cambridge.](https://www.dow.cam.ac.uk/summer-programmes)

This year’s courses for the 16-18 Summer Programme include Biology, Chemistry, Computer Science, Economics, Engineering, HSPS, Law, Mathematics, Psychology and Physics.

**Details of the role**

Downing College is seeking to appoint an additional two Teaching Assistants in the following roles for the 16-18 Summer Programme:

* + Computer Science
  + Economics
  + Engineering

This programme will run for eight weeks on the following dates: 30 June - 24 August. Accommodation and dining (breakfast, lunch and dinner Monday to Friday and weekend breakfast) will be provided from Sunday 30 June to Saturday 24 August*.*

Teaching Assistants will start on 27 June, two days prior to the Summer School programme start date, as induction days, and work until 25 August. There will also be a lunch arranged before the end of the Easter Term to meet the Summer School Director, Dr Kamran Yunus.

The principal responsibilities of the Teaching Assistants are to:

1. Live amongst the students and ensure safeguarding.
2. Attend the lectures run by the Academic Tutors.
3. Run workshops and facilitate discussions with groups of around 8 - 15 students, ensuring that students can follow lectures, expand on lecture material and carry out their research projects.
4. Carry out administrative tasks such as attending meetings, providing student feedback and marking worksheets.
5. Participate in social and extra study programmes for the students, both in the evenings and at weekends when required.
6. Develop meaningful relationships with the students, creating a supportive and welcoming community.

On teaching days (Monday to Friday), the Teaching Assistants will be asked to attend lectures, run workshops and assist students in their research projects. In addition, the Teaching Assistants are responsible for assisting with the coordination of evening or weekend activities for the students, as well as helping with general administration assistance for the Summer Programme.

**Experience, skills and personal qualities**

Candidates should be current undergraduate students either at Downing College or from elsewhere in the University of Cambridge.

Teaching Assistants for the 16-18 programme will be selected for the course that best aligns with their academic experience. They should have a background in either Computer Science, Economics or Engineering.

Candidates should have the ability to facilitate stimulating discussions and have knowledge of the course subject. Teaching Assistants must also have excellent written and verbal communication, be able to remain calm and level-headed in difficult situations and use their initiative when necessary. Previous experience teaching or working with English as a Foreign Language (TEFL) students would be beneficial.

**Salary and Accommodation**

It is anticipated that the Teaching Assistants will work up to 40 hours per week for the duration of the Summer Programme, according to the needs of the students. The actual hours worked in a given week are scheduled by the Programme Director and may vary week by week. Evening and weekend work will be required.

The salary for the position is £13.45 (including holiday pay) for each hour worked. *\*Expenses incurred running certain social activities will be reimbursed by the Summer Programme; these social activities would first be approved by the Summer Programme Director.*

**Application Process**

To apply for this position, please complete the following application form and return by Wednesday 17 April 2024. Candidates should note that only applications submitted using this form will be considered. A Word version of this information and the application form is available from the College HR Office.

Applications are welcomed from a broad range of backgrounds.

We are pleased to be able to offer this document in an accessible format, please contact HR (hr@dow.cam.ac.uk) if you wish to receive this advert and role profile or an application form in a different, accessible format, e.g. large print. Applicants who declare a disability will be offered an interview if they meet the minimum criteria for the job.

All applicants will be contacted once a shortlist has been drawn up and we anticipate the interviews will take place from the week commencing Monday 22 April. You will have to undergo an Enhanced Disclosure and Barring Service check as part of the recruitment process.

**For any further information or queries, please contact:**

**The HR Office:** email:[hr@dow.cam.ac.uk](mailto:hr@dow.cam.ac.uk) tel: 01223 334848

Downing College, Cambridge, CB2 1DQ

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Minimum Requirement** | **Method of Assessment** | **Essential or desirable** |
| Qualification | Candidates should be current undergraduate students either at Downing College or from elsewhere in the University of Cambridge. | Application | Essential |
| Experience | For the 16-18 Programme, academic experience in Computer Science, Economics or Engineering.  Previous experience teaching, tutoring, or supporting students academically. | Application  Application | Essential  Desirable |
| Skills | Ability to facilitate stimulating discussions.  Excellent verbal and written communication skills. | Application/Interview  Application/Interview | Essential  Essential |
| Personal Qualities | Enjoy working in a team.  Ability to remain calm in difficult situations.  Able to use their initiative when necessary.  Friendly and approachable. | Interview  Interview  Interview  Interview | Essential  Essential  Essential  Essential |



**DOWNING COLLEGE SUMMER PROGRAMME 2024**

**TEACHING ASSISTANT APPLICATION FORM**

|  |  |
| --- | --- |
| How did you hear about this opportunity? |  |
| If applicable, please indicate which 16-18 subject(s) you are applying to TA for: |  |

1. PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Address (*including postcode)* |  | Mobile |  |
| Home |  |
| College email |  | Personal email *(for final year applicants only)*: |  |
| National Insurance no. |  | | |
| Do you have the right to work in the UK | YES/ NO/ UNSURE | | |

*2.* CURRENT ACADEMIC STUDIES

*Please complete the following details for your current academic studies*

|  |  |
| --- | --- |
| *Tutor* |  |
| *Director of Studies* |  |
| *Current subject(s) studied* |  |
| *Current year of study* |  |

3. EDUCATION (from A Levels onwards)

|  |  |  |
| --- | --- | --- |
| Date | School/University | Qualifications and Grades |
|  |  |  |

1. EMPLOYMENT OR WORK EXPERIENCE

*Please complete with the details of any employment and/or work experience that you have undertaken.*

|  |  |  |
| --- | --- | --- |
| Name of employer /  work experience provider | Dates of employment /  work experience | Brief description of position  and responsibilities |
|  |  |  |

1. PERSONAL STATEMENT

*Please indicate how your* ***experience, skills and abilities support your application for this position*** *and* ***why you are interested in it****. Supply other information (including* ***outside activities and interests****) you consider appropriate in support of your application.*

6. DECLARATION

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made.

I also understand that due to the responsibilities of the College as an educational establishment, a Disclosure and Barring Service (DBS) check will be sought in the event of a successful application, if this is appropriate for the post.

I acknowledge and agree that the College is permitted to process personal data and special category data about me in accordance with the College’s registration under the Data Protection Act 2018. This clause applies to information held, used or disclosed in any medium.

SIGNATURE OF APPLICANT ……………………………………………… DATE: …………….