

**Information for the role of Teaching Assistant**

**Downing-Keio Summer School 2017**

**About the Downing-Keio Summer School**

Downing College has a long-standing relationship with Keio University, one of the most prestigious universities in Japan. The Downing-Keio Summer Schools, which began in 1998, provide the opportunity for students from Keio to come to Downing for a month to study. Academic courses are offered in a variety of subjects and are delivered by core team of teachers and academics.

**Details of the role**

Downing College is seeking to appoint seven Teaching Assistants for the duration of the 2017 Summer School, which will run from Saturday 5 August 2017 to Sunday 3 September 2017. These Teaching Assistants will live amongst the Keio students and share the experience of the Summer School with them. They will be led by the Summer School Co-ordinator, Dr. Kamran Yunus, who is responsible for all aspects of the curriculum and the day to day management of the programme.

The principal responsibilities of the Teaching Assistants are to:

1. Attend the lectures and classes (run by the Course Directors) with the Keio students and to facilitate discussion groups of around 8 - 12 students, ensuring that the students have been able to follow lectures and expanding on the material covered in lectures.
2. Participate in social and extra study programmes for the students both in the evenings and at weekends when required.

On teaching days (Monday through to Thursday), the Teaching Assistants will be asked to attend lectures, classes and planning meetings as well as running discussion groups. On non-teaching days (Friday, Saturday and Sunday), the Teaching Assistants will be timetabled to help students with their written work or run study groups. In addition, the Teaching Assistants are responsible for assisting with the co-ordination of evening or weekend activities for the students, as well as helping with general administration assistance for the Summer School.

**Experience, skills and personal qualities**

Candidates should be current students either at Downing College or from elsewhere in the University of Cambridge. Applications are welcomed from both undergraduate and postgraduate students.

In addition to a two-week English Language course, this year’s courses are Science, International Relations and English Literature. Teaching Assistants will be allocated to work on one of these courses and are generally attached to courses according to academic experience. Previous experience of Teaching English as a Foreign Language (TEFL) will be beneficial as well.

Candidates should not be deterred, however, from applying if they do not have a background in the relevant subject as Teaching Assistants are responsible for reinforcing the course material and helping with study skills rather than for teaching the courses. As a consequence, it is more important that candidates have the ability for stimulating and facilitating discussion rather than an in depth knowledge of the course material. Teaching Assistants must also be able to work well within a team, remain calm and level-headed in difficult situations, and use their initiative when necessary.

**Salary and Accommodation**

It is anticipated that the Teaching Assistants will work 40 hours per week for the duration of the Summer School, according to the needs of the students. The salary for the position is £298.69 per week before tax, which includes a weekly supplement of £36.69 holiday pay. Teaching Assistants will also be provided with a single room in one of the College’s properties in Lensfield Road. Breakfast and lunch is provided from Monday to Friday each week while dinners are provided from Monday through to Thursday. Expenses incurred running certain social activities will be reimbursed by the Summer School.

Teaching Assistants will also be given at least eight days off in the course of the month, some of which will be Saturdays and Sundays. Candidates should note, however, that they will be expected to work on some of the weekends during the Summer School.

**Application Process**

To apply for this position, please complete the following application form and equal opportunities form in full and return by **5pm on Monday 24 April 2017**. 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.

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 2 May 2017**. Shortlisted candidates will be required to bring proof of identity and eligibility to work in the UK to the interview.

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

**The HR Office**

email:hr@dow.cam.ac.uk

tel: 01223 334848

Downing College

Cambridge
CB2 1DQ



**DOWNING – KEIO SUMMER SCHOOL**

**TEACHING ASSISTANT APPLICATION FORM**

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Name |   |
| Address (*including postcode)*  |    | Mobile |  |
| Home |  |
| College email  |  | Personal email *(for final year applicants only)*: |  |
| National Insurance no. |  |
| Do you require a visa to study in the UK? | YES/ NO/ UNSURE | *If you answered yes, please state the expiry date of your current visa* |  |

*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. PREVIOUS EDUCATION (from A Levels onwards)

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

1. PREVIOUS 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 acknowledge and agree that the College is permitted to process personal data and sensitive personal data about me in accordance with the College’s registration under the Data Protection Act 1998. This clause applies to information held, used or disclosed in any medium.

SIGNATURE OF APPLICANT: …………………………………………………………………………

DATE: ………………………………………………………………………………………………………..



|  |
| --- |
| **DOWNING COLLEGE** **EQUAL OPPORTUNITIES MONITORING FORM**  |

Downing College is an Equal Opportunities employer and is committed to treating all job applications on their merits. The information provided here will not be used in considering your application but will be analysed anonymously to check that the College is treating all applicants on the basis of their ability to carry out the duties of the post irrespective of gender, race, age or disability. Please tick the boxes below. The information will not be given to the selection panel.

Post applied for: ……………………………………… Date: ……………………..

**Gender**

*Tick the appropriate box to indicate your gender*

* Female
* Male

**Nationality**

Please state your nationality: …………………………………………

**Ethnic Origin**

*Choose ONE section from A to E, then tick the appropriate box to indicate your background.*

 **A. White**

 **D. Black or Black British**

* Caribbean
* African
* Other Black background

**E. Chinese or Chinese British or other ethnic group**

* Chinese
* Any other background

**Disability**

Do you regard yourself as in any way disabled?

* Yes
* No
* White – British
* White – Irish
* White – other white background

**B. Mixed**

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background

**C. Asian or Asian British**

* Indian
* Pakistani
* Bangladeshi
* Any other Asian background

**Age**

 What is your age group?

* 16-20
* 21-30
* 31-40
* 41-50
* 51-60
* 60-65
* Over 65……..



# DOWNING COLLEGE

### RECRUITMENT MONITORING FORM

**Position applied for: ………………………………………………………….**

**Name of applicant: (*print)*………………………………………………….. …**

## REHABILITATION OF OFFENDERS ACT 1974

For some posts in the College you may be required to disclose any criminal convictions which you have had, and may therefore not withhold information about convictions which for other purposes are ‘Spent’ under the provisions of the Act. If this applies to the post for which you are applying, you will have been told that you will need to obtain a disclosure through the Disclosure and Barring Service. If you have **not** been told that this is required, please complete the following:-

Do you have any unspent previous convictions? Yes/No

Are you currently subject to any police investigation? Yes/No

If yes, please give details as appropriate:

Signed: …………………………………………………………………………………………………

Date: …………………………………………………………………………………………………..