

**THE UNIVERSITY  
OF BIRMINGHAM**

**Birmingham International Academy**

**SUMMER PLACEMENT OPPORTUNITY**

**JOB TITLE** Classroom/Administrative Assistant on Pre-sessional English Programme

**SCHOOL/DEPARTMENT** Birmingham International Academy (BIA)

**HOURS/DURATION** Full-time (36 hours per week)  
13th July - 7th September 2020 (56 days)

**FUNDING**

- 660EUR/month from the Erasmus+ Work Placement funds to cover travel and subsistence expenses
- Accommodation at the University of Birmingham halls of residence with ensuite room with a shared kitchen with other international students. The University of Birmingham has agreed to pay the accommodation costs, a value of 1000GBP/placement candidate

**INTERVIEW DATE** TBA (to be held at the Department of English Studies, School of Arts, University of South Bohemia in České Budějovice)

**PLACEMENT SUMMARY**

The BIA programmes are attended by International students from a wide variety of cultural backgrounds who wish to improve their level of English or undertake academic foundation study prior to commencing their academic course at the University of Birmingham.

The role of the Classroom/Administrative Assistant is to provide teaching and administrative support to the Pre-sessional Programme team. The postholder will assist the teaching staff as required. The support the postholder's own professional development, an opportunity will be provided to attend teaching observations and BIA CPD sessions.

**MAIN DUTIES**

To be agreed with the programme manager and may include:

- Respond to teacher requests in a timely manner
- Assist with student induction and Right To Study checks.
- Prepare exam scripts
- Liaise with the Unit Administrators on a regular basis to provide and exchange information about accommodation, withdrawals, payment of fees, etc. pertaining to pre-sessional students
- Receive visitors and students in a courteous and friendly manner
- Assist with Contact Points and Attendance Monitoring
- Undertake errands across the campus as required, e.g. to classrooms, the Finance Office, HR or ISAS; take students to the library or their classroom

- Take student groups on campus tours or to the City Centre for their Police registration, when required
- Set up classrooms and move furniture and equipment
- Help prepare and administer conferences.
- Prepare student bags and resources for student inductions
- Keep teacher resource rooms/staff room tidy and fully resourced
- Prepare and clear away refreshments (i.e.: tea, coffee, biscuits) for staff and student induction, when requested
- Input information into a database using MS Excel and Access and produce data and reports as required
- Input student grades and help prepare files for exam board.
- Maintain the class filing system and provide necessary registers and other documentation to the teaching staff
- Photocopy course and teaching materials; help teaching staff and students to use the photocopiers; ensure photocopiers are kept in working order
- Draft and word-process course correspondence
- Use recording equipment
- Other duties as may be reasonably required

### **SKILLS AND EXPERIENCE REQUIRED**

- Excellent spoken English and written English
- Excellent communication and interpersonal skills
- Experience of working as part of a staff team
- A high level of initiative
- Ability to prioritise work and perform under pressure
- Ability to work with minimal supervision, but to know when to refer to others
- High level of cultural awareness and sensitivity to students from a range of cultures and backgrounds
- Highly organised, and well-developed attention to detail
- Willingness to work flexible hours at busy periods of the year
- Excellent timekeeping
- Excellent IT skills including experience of using MS Word, Excel and Access
- Literacy and numeracy, as evidenced by GCSE English and Mathematics or equivalent

The Birmingham International Academy (BIA) is based in Priorsfield, Edgbaston Park Road, but teaching during the preessional programme takes place in several locations on the campus.

Because the preessional is an intensive full-time course the postholder must be able to work **every week** in the period **13th July - 7th September 2020** (56 days) and be prepared to be flexible with working hours.

For further information please contact:

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