UCL Archaeology Summer School, 22 - 26 August 2016
JOB SPECIFICATION

Summer School Student Leader
One-week temporary post, Salary: £600.88 total

Job Summary
The post holder will work as a student leader for the UCL Archaeology Summer School (Monday 22 – Friday 26 August 2016).

Specific Areas of Responsibility

(1) Registering, leading and supporting a group of five year 12 students (age 16-17 years), while they attend a one-week residential summer school at UCL.

(2) Assisting summer school students with their project work, particularly in their self directed study sessions.

(3) Assisting in the smooth running of evening activities and ensuring appropriate student behaviour in student halls after the end of the evening activities.

(4) Acting as the first point of contact for summer school students in the evening and ensuring appropriate student behaviour in student halls after the end of the evening activities.

(5) Offering summer school students advice and guidance on routes and transition to higher education.

(6) Assisting the running of the Summer School with any other duties as specified by the Summer School Co-ordinator.

Chain of Responsibility

Reports to:

Melissa Mead
Senior Access Officer (Communication & Liaison)

Amy York
Access Officer (BEAMS)
Knowledge (including qualifications)
- Knowledge of issues relevant to the summer school participants – e.g. the UK school system, student finance, university application process.
- Understanding the student concerns surrounding transition to university from school/college.
- Understanding of the barriers to Higher Education that may affect summer school participants.
- Must be studying in the UCL Institute of Archaeology

Experience
- Experience of outreach activities gained as a UCL Student Ambassador or experience of working with young people, facilitating groups and/or mentoring.

Skills and Abilities
- The ability to lead a group of young people.
- The ability to communicate sympathetically with young people.
- The ability to listen and take instructions, and implement them effectively.
- The ability to work effectively as part of a team.
- The ability to use initiative and be flexible when required.

Personal Attributes and Aptitudes
- Reliable, punctual and conscientious attitude.

Other requirements
- The ability to commit to the full attendance requirements, including the training session taking place on Saturday 2 July 2016.
- The ability to stay full time in UCL Halls of Residences from 22-26 August 2016 inclusive.
- Have a valid CRB or DBS, or complete a DBS disclosure at enhanced level prior to the start of the summer school.