UCL Summer School Floating Student Leader, August 2016
JOB SPECIFICATION

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<th>Summer School Student Leader</th>
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<td>One-week temporary post, Salary: £600.88 total</td>
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Job Summary

The post holder will work as a student leader for a UCL residential Summer School on one of the following weeks:

- Monday 1 – Friday 5 August 2016
- Monday 8 – Friday 12 August 2016
- Monday 22 – Friday 26 August 2016

Specific Areas of Responsibility

1. Assisting the Summer School coordinator with administrative duties, including registering participants, data entry, monitoring catering.
2. Taking temporary responsibility for a group of five participants if their subject student leader has to leave the group in an emergency.
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 a 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)

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<tr>
<td>Anna Batcheler</td>
<td>Helen Anderson</td>
<td>Amy York</td>
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<td>Access Officer (SLASH)</td>
<td>Access Officer (SLMS)</td>
<td>Access Officer (BEAMS)</td>
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PERSON SPECIFICATION

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.

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

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 university Halls of Residence for the duration of the summer school (i.e. Monday-Friday inclusive for your week).
- Have a valid CRB or DBS, or complete a DBS disclosure at enhanced level prior to the start of the summer school.