

JOB DESCRIPTION

Job Title	Course Assistant
Department	Young Learners
Reports To	Student Services Director
Role	To provide assistance to all areas of the programme including academic, activity, pastoral care and administration to ensure that the Young Learner centre operates efficiently and effectively according to agreed standards and objectives.
Main responsibilities	<ul style="list-style-type: none"> • Carry out general administration duties including but not limited to; photocopying and filing, working with electronic documents and spreadsheets, preparation of staff and student ID cards and manning the course office as directed by the senior management team • Assist with the unpacking and distribution of resources and setting up of offices/facilities in all departments at the start of a course and the collection and packing at the end of the course • Complete and maintain comprehensive stock and facilities status checks, reporting any loses or damages to the relevant manager; • Supervise students' attendance and behaviour as appropriate; • Evaluate and provide relevant, timely reports. Give feedback on materials, courses and lessons to academic and other managers/colleagues as required; • Attend departmental and school meetings when required, and attend/deliver INSET sessions as directed; • Supervise students on study tours ensuring their safety and welfare at all times and ensure that students complete all work required during the study tour; • Encourage students to participate in all activities; • Carry out pastoral duties including meal and house supervision; • Carry out duties associated with arrival and departure days including airport duties and welcome events; • Adhere to the standards and procedures detailed in the Staff Handbook; • Assist with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
General	<ul style="list-style-type: none"> • Actively promote Bell's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Young Learners
Date	11.12.2018

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of Bell Educational Services.

PERSON SPECIFICATION

COURSE ASSISTANT

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> • Undergraduate 	<ul style="list-style-type: none"> • Degree or equivalent
Professional/Technical Qualifications		
Experience	<ul style="list-style-type: none"> • Pastoral / welfare experience • Working with children • Administration / office work 	<ul style="list-style-type: none"> • Experience in delivering high levels of customer service • Worked in a residential environment • Stock control
Personal Skills/Qualities	<ul style="list-style-type: none"> • Communication skills • Interpersonal skills • Time management / able to multi task & work to deadlines • IT literate inc. Excel and Microsoft Office • Ability to work under pressure 	<ul style="list-style-type: none"> • Counselling skills • Leadership skills • Interest in sports, art, drama and education
Special Requirements		<ul style="list-style-type: none"> • Safeguarding training • First Aid • Full driving licence