



JOB DESCRIPTION

Job Title	Course Assistant
Department	Language & Activity Programmes – 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 YL centre operates efficiently and effectively according to agreed standards and objectives.
Main responsibilities	<ul style="list-style-type: none"> • Assist with the unpacking and distribution of resources in all departments at the start of a course and the collection and packing at the end of the course • Stock and facilities status checks • Set up of offices • Prepare staff and student ID cards • Assist House Parents with the preparation of student accommodation; organisation of students' laundry; house and meal-time supervision rotas and students' pocket money • Assist the Director of Studies with the preparation of classrooms; setting up the Resources Room; running the placement tests; preparing handouts and lesson materials • Assist the Activity Director with setting up Tuck Shop; preparing sports/social facilities; running of minibuses; delivery sports and social programme and course show • Distribute the post • Carry out general administration duties including photocopying and filing • Run the course tuck shop.
General	<ul style="list-style-type: none"> • Actively promote Bell International'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 Language & Activity Programmes
Date	2008/9

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 the Trust.



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 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"> Child protection training First Aid Full driving licence (to drive minibus)