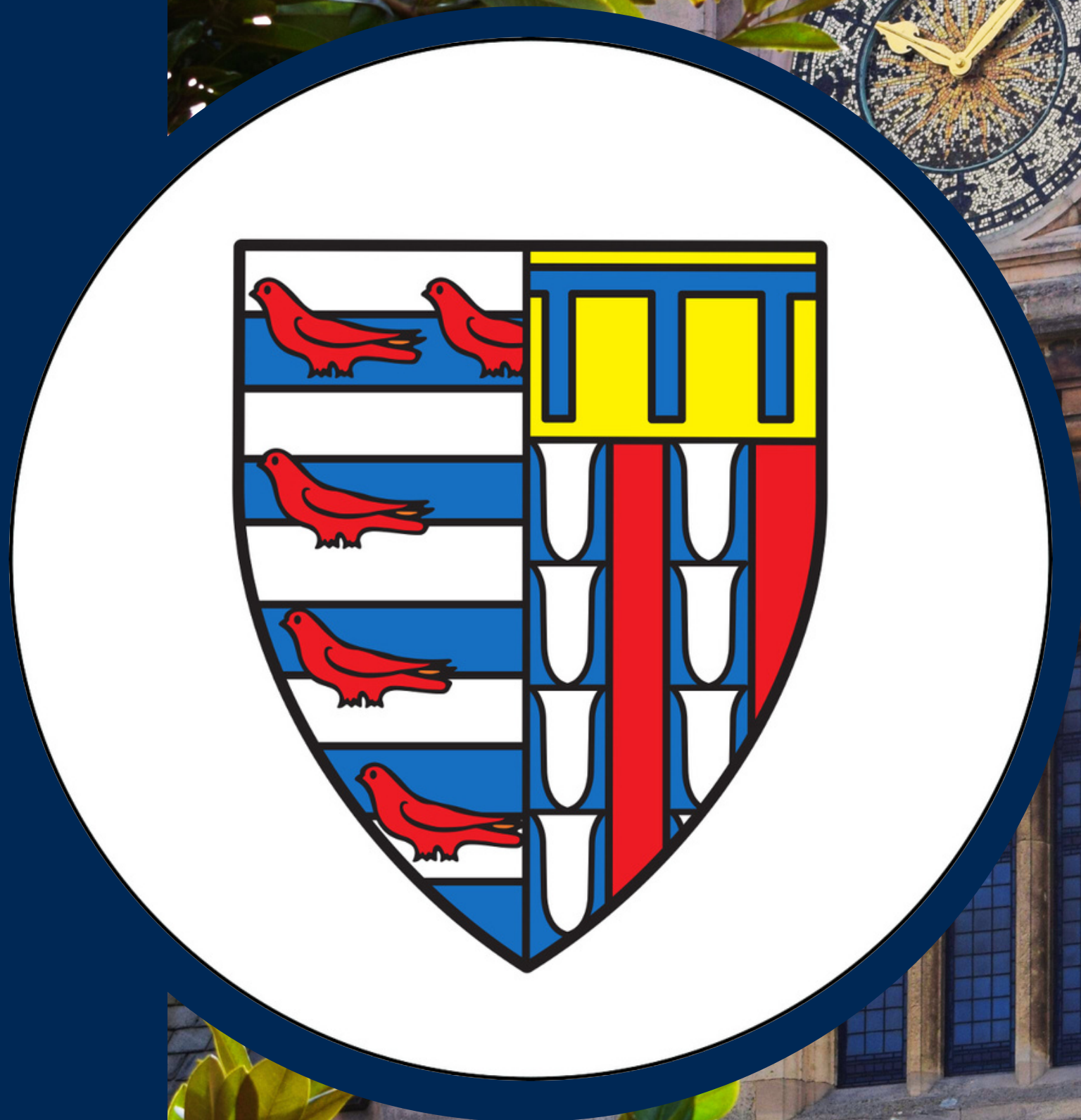


# PEMBROKE COLLEGE

INTERNATIONAL PROGRAMMES

PROGRAMME  
ASSISTANT  
(FIXED TERM)

JAPANESE  
PROGRAMMES



2024

CAMBRIDGE



## THE DEPARTMENT

Pembroke College has been offering international students the exceptional opportunity to live and learn in Cambridge for over 40 years.

The International Programmes Department (IP) is responsible for the design, production and implementation of a range of short-term educational vacation and semester programmes.

The Pembroke Cambridge Summer Programme offers students from

around the world the chance to enjoy outstanding teaching in a beautiful academic environment, whilst the competitive Semester Programme offers academically outstanding students the opportunity to follow a degree course as a fully matriculated member of the University.

Vacation programmes are also delivered to students from a number of Japanese partner universities offering instruction in English language alongside academic subjects.

## THE ROLE

### Employment dates (inclusive):

- Nihon High School Summer Programme: 11 July - 28 July 2024
- Seikei High School Summer Programme: 14 July - 03 August 2024
- Nihon University Cambridge Encounters Programme: 01 August - 25 August 2024
- Kyushu with Seikei University Programme: 18 August - 11 September 2024

Programme Assistants (PAs) are integral to the smooth running and successful delivery of these programmes, designed and delivered by Pembroke College with a focus on instruction in English language, history and culture. The programmes aim to enhance participants' English fluency, so PAs are not required to know an additional language. However, a passion for learning and sharing diverse cultures and experiences is appreciated.

### Duties include:

- Helping international students make the most of their Cambridge experience
- Organising and leading social activities
- Providing practical classroom support
- Helping students settle into College life
- Giving pastoral support to students





## JOB DESCRIPTION

**Responsible to:** Programme Manager

**Location:** Pembroke College

**Qualifications/education:** Current university student or recent graduate

**Skills:**

- Strong communication skills
- Excellent organisational skills
- Ability to work to determined deadlines
- Ability to cooperate and work effectively as part of a team

**Budget Responsibilities:** None

**Work Experience:** Previous experience in a comparable role desirable but not essential

*This job description and person specification outlines the key accountabilities of, and output required from, the post holder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

## SALARY & HOURS

**£605.18 per week**

Including holiday pay. Tax will be deducted from this total as applicable.

**Accommodation will also be provided for the duration of your employment.**

Programme Assistants work up to 45 hours per week on average for the duration of the programme. The actual hours worked in a given week are scheduled by the Programme Manager and may vary week by week.

Evening and weekend work will be required.





# MAIN DUTIES & RESPONSIBILITIES

## Arrival:

- Programme Assistants (PAs) begin their employment just prior to the start of the programme (and prior to the arrival of the students). During this time they will prepare materials (e.g. student welcome packs, notice boards, PA rotas) and engage in training (e.g. safeguarding, health and safety, first aid, IT).
- PAs assist with student arrivals and orientations (e.g. compiling welcome packs, scanning immigration documents, welcoming students etc.).

## Academic support:

- Set up and take down teaching rooms and equipment as required and provide administrative and IT support for teaching staff.
- PAs will be required to attend lectures, field trips, teaching sessions, and the final events (rota to be agreed with the Programme Manager).

## Social programme:

- Attend and assist at the Welcome Reception, Welcome Dinner, Farewell Dinner and other events and help organise and deliver evening sports and/or social activities.
- Assist with organised field trips and take responsibility for small groups, keeping registers and familiarising themselves with risk assessments.
- When necessary, take payment for trips and activities using a contactless card machine; keep meticulous records and ensure all Finance procedures are followed.
- Devise and monitor “sign up” sheets for trips and activities as necessary.
- PAs may be requested to dine with students up to twice per week (via the College servery), the cost of which is borne by the IP Department.

## Pastoral care:

- While the ultimate responsibility for the pastoral care of students falls to the Programme Manager(s), PAs support pastoral care by acting as a point of contact for students and providing assistance, including if a student is unwell or injured.
- PAs live in college accommodation and, whilst not expected to be on duty 24 hours a day, PAs should be ready to support students if needed.
- All PAs will participate in the on-call rota at evenings (including overnight) and weekends and, when on-call, will abide by the on-call requirements and carry the on-call telephone at all times. A PA who is on duty may be required to provide support to the Programme Manager or a member of the International Programmes team, in case of an emergency, for example.
- Ensure that all student related data regarding pastoral care is treated with appropriate confidentiality.

## Departure:

- PAs assist with end of programme activities including student checkout, collecting and returning keys/swipe cards and equipment, and clearing out the programme office.

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.*



# PERSON SPECIFICATION

## ESSENTIAL

### **Qualifications/ academic achievements/ education**

- Current university student or recent graduate

### **Skills/knowledge/training**

- Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships
- Cultural sensitivity
- Familiarity with Cambridge College environment
- Ability to cooperate and work effectively as part of a team
- Good organisational skills and the ability to work to deadlines
- Ability to partake in some limited manual handling activities

### **Experience – type and depth of experience required to do the job**

- Previous experience of effective team working
- Previous experience of planning and delivering activities and events

### **Personal attributes**

- Confidence to facilitate focused discussions and presentation development sessions with small groups of international students with varying levels of English language ability
- Punctual and reliable
- Flexible and positive attitude
- Confident and patient
- Self-driven and motivated
- Willing to lead and participate in extracurricular activities
- Able to enthuse others
- Physically capable of walking and climbing stairs, due to the active nature of the role and different working locations across and outside College

### **Special Conditions**

- Must be able to work evenings and weekends as required
- A Disclosure and Barring Service (DBS) check (depending on the age of the programme participants)
- It is expected that any annual leave taken will be at times convenient to the curriculum

## DESIRABLE

### **Qualifications/ academic achievements/ education**

- First Aid qualification

### **Skills/knowledge/training**

- Knowledge and/or experience of other cultures
- Awareness of Health and Safety at Work
- Awareness of Safeguarding

### **Experience – type and depth of experience required to do the job**

- Previous experience in a comparable role
- Experience of pastoral care for students
- Experience of using Microsoft Office Suite

### **Confidentiality**

- Awareness of issues of confidentiality, GDPR and Data Protection





## ORGANISATION CHART



## ADDITIONAL INFORMATION

### Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.





## HOW TO APPLY

Please complete and submit an [Application Form](#), a [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#),

If you have any questions about the role, please do not hesitate to email us on [ipemployment@pem.cam.ac.uk](mailto:ipemployment@pem.cam.ac.uk).

**We look forward to hearing from you!**

Applications close at noon on Wednesday 7 February and interviews will take place until the beginning of March. Please be aware that up to 5 candidates will be in each session.

*Please see our [Privacy Statement](#) for more information on how we handle your data.*

## IMPORTANT INFORMATION

### University Work Restrictions

The University has restrictions on students working. You should check the information below before making an application to make sure you are allowed to work, particularly if you are not an undergraduate:

[Working and studying](#)

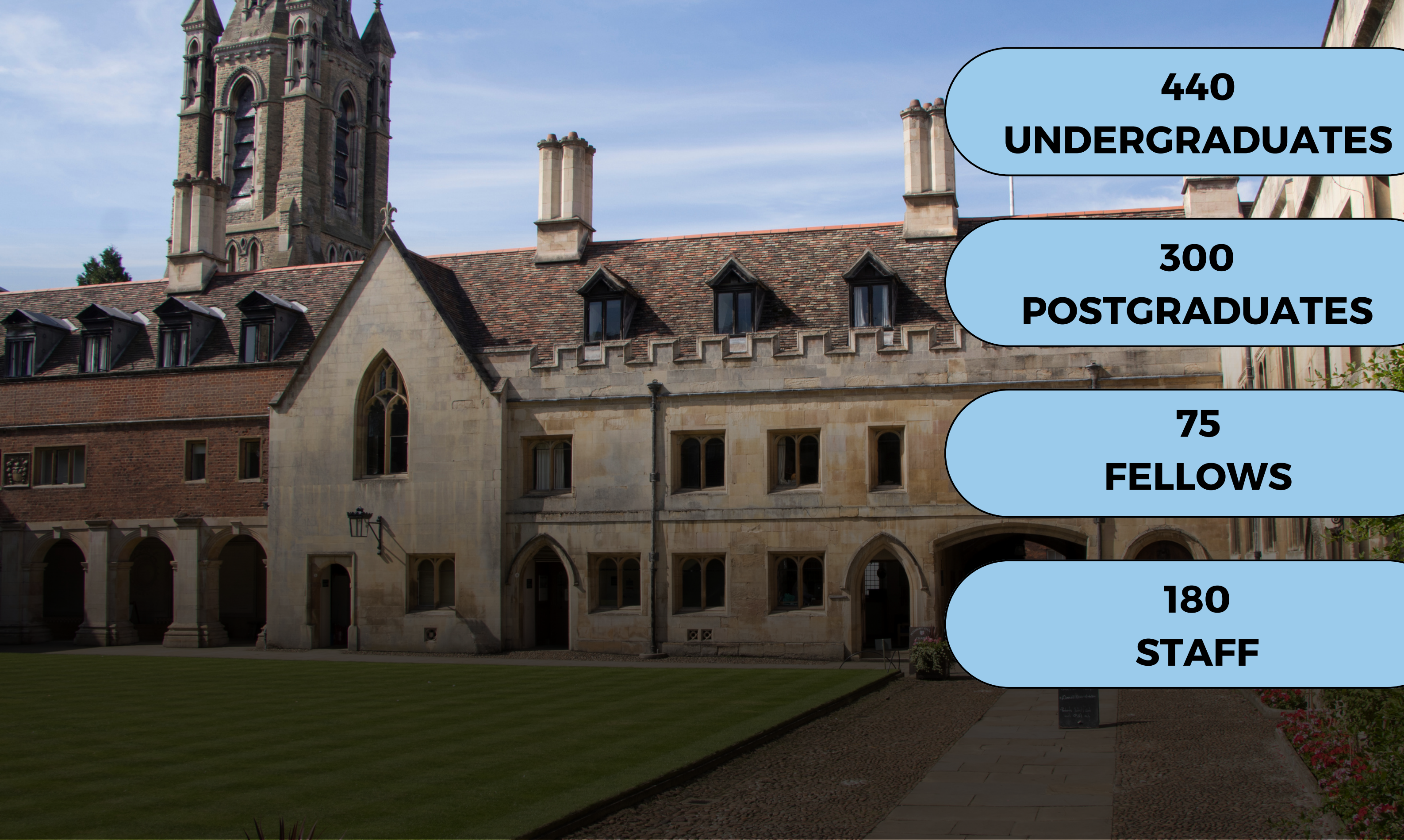
[Postgraduate students: working while you study](#)

### Right to Work Documentation

We are required to check you are legally entitled to work in the UK. Successful candidates will need to have provided appropriate right to work documentation (e.g. passport or share code and DOB) when requested (normally at the point of interview).







**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## INTRODUCING PEMBROKE COLLEGE

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

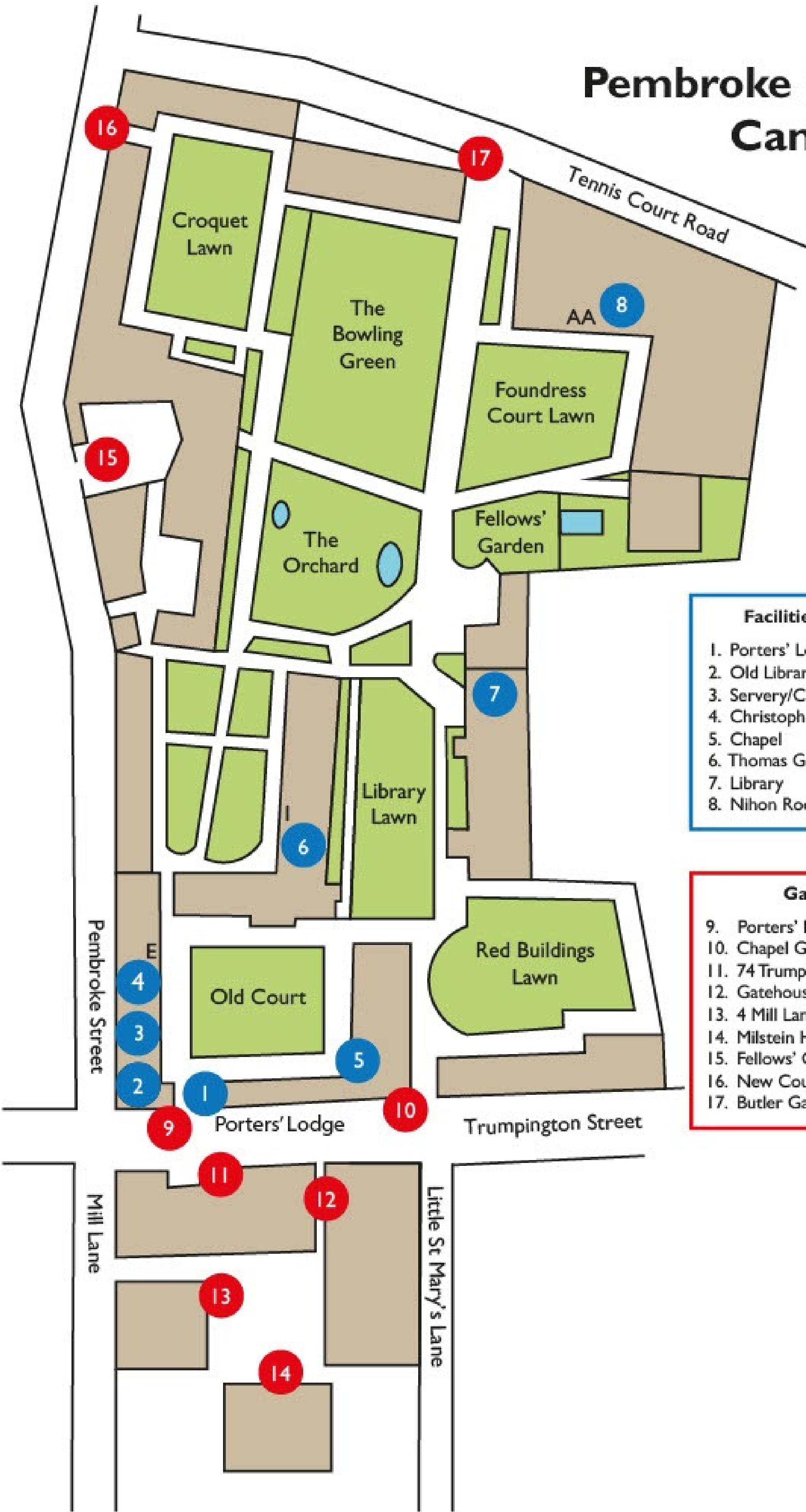
The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.



Pembroke College  
Cambridge



CB2 1RF



Facilities and Function Rooms

- 1. Porters' Lodge
- 2. Old Library
- 3. Servery/Canteen
- 4. Christopher Smart Room (E staircase)
- 5. Chapel
- 6. Thomas Gray Room (I staircase)
- 7. Library
- 8. Nihon Room (AA staircase)

Gates and Entrances

- 9. Porters' Lodge Main Gate
- 10. Chapel Gate (card access)
- 11. 74 Trumpington St Entrance
- 12. Gatehouse & Auditorium Entrance
- 13. 4 Mill Lane Entrance
- 14. Milstein House Entrance
- 15. Fellows' Car Park Entrance
- 16. New Court Arch Gate (card access)
- 17. Butler Gate (card or Porter access)