

Online Teaching Assistant

In this pack you will find: a detailed job description, the minimum requirements for this role, the profile of an ideal candidate, information about the selection process, and an introduction to the company for on-course staff.

You can email us at recruitment@oxfordsummercourses.com if you have any questions.

Melio, a Bridgemark company

[Melio](#) is part of Bridgemark Education, founded by two school friends and Oxford graduates who wanted to open up exceptional educational journeys to more people. [Oxford Summer Courses](#), our sister organisation, is an award-winning education company that's brought the tutorial system to thousands of students. Our approach is based on interactive teaching, growth mindsets, small group learning, and tutor autonomy. We channel our passion into making a positive impact on our surroundings whether that be our students, the wider community or the environment.

Apply now

[Applications are open](#) for 2021 courses. Find out more and explore other roles on our [careers page](#).

Please note that only successful applicants will be contacted and that no terminology in this document is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job

Job Description

Role summary

Job title Online Teaching Assistant

Location Online (remote)

Reports to Academic Executive

Reports to you —None—

Pay rate £105 per course

Purpose

As an Online Teaching Assistant, you'll hold drop-in sessions and help students with general course queries, using our online platform and learning independently.

Main duties and responsibilities

- Lead live drop-in webinars for one or more courses (six 30 min sessions over two weeks).
- Complete induction training, including using our online learning management system.
- Make sure you will have access to a good quality audio and video feed for tutorials according to an agreed schedule.
- Familiarise yourself with the students attending before the course starts.
- Plan your webinars based on the guidance provided, student feedback and your own experience to give tailored support.
- Encourage students to complete the independent activities and attend live sessions so that they know what to do in order to meet the requirements of the course.
- Help students to reflect on their experiences so that they have a positive, yet challenging learning experience.
- Respond to student (and tutor) messages within 24 hrs, triaging any problems to ensure the smooth running of the courses.
- Report any technical or other difficulties that you are unable to resolve yourself, learning to spot potential problems early to avoid disruption to students or tutors.
- Report any welfare concerns so that students stay safe and happy during their time with us.

Benefits

Pay bands are calculated to be fair and consistent across all roles at Bridgemark. They are reviewed annually, taking into account any changes to the role.

The training and resources on facilitating courses with us will help support your professional development as an educator.

You'll also have access to future opportunities across our courses.

(Expenses are not included)

Safeguarding

Melio is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.

Person Specification

Minimum requirements

- Started or completed an undergraduate or higher degree
- Experience of working with young people
- Excellent at timekeeping and organisation
- Able to triage queries in a professional manner

On-course staff profile

Skills, abilities and knowledge an ideal candidate can demonstrate

- Communicating with diverse audiences, both verbal and written
- Answering questions and giving instructions clearly
- Familiarity with small group tutorial-style learning with questions and discussion

Qualifications you may hold, or be working towards

- Started or completed a degree in a subject offered by Melio Academic Programmes

Experience you may have

- Mentoring or coaching young people
- Online courses, including as a student
- Working with non-native speakers

Personality traits of a great teaching assistant

- Enthusiastic about learning
- Approachable
- Helpful
- Conscientious
- Growth mindset

Our company values

Foster well-being Our on-course team are mental health first aid trained. Supported by a dedicated crisis team, they never turn a blind eye if a student is struggling—however challenging.

Adopt a growth mindset Our on-course team never play the blame game. They have the courage to suggest better ways of doing things, and can take on more responsibilities each year.

Maintain momentum Our on-course team make the very most of their time with us by equipping themselves with skills for the future. They could grow into a full-time role and even travel the world.

Achieve impact Our on-course team appreciates the smallest interaction with students. They relish their position as role models and take time to build significant relationships.

Collaborate Our on-course team amaze us with their resilience and positivity when working under pressure. They do this by sharing the load and harnessing the diversity in the team.

Selection process

Pre-interview task

If you are invited to interview you will not be asked to prepare anything in advance.

Interview

The majority of interviews will take place online this year using Google Meet. There is no need to download any software and you will be sent a link to the meeting room in advance. You will be asked to bring some documents to show on screen.

After being introduced to the role, you will be asked about your background in (). Your interviewer will also find out how you would respond to scenarios that often arise in this role.

There will be plenty of opportunities to ask questions and find out more throughout.

Role assignment

Courses run throughout the year, so positions will be filled on a rolling basis. This may mean that we will be unable to confirm the details of vacancies at the interview. If you are made an offer, we will contact you separately to offer specific roles.