



Project Based Learning 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.

Oxford Summer Courses, a Bridgemark company

[Oxford Summer Courses](#) is part of Bridgemark Education, founded by two school friends and Oxford graduates who wanted to open up exceptional educational journeys to more people. In 2020 we ran COVID-compliant in-person courses and [Melio](#) online courses. 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 Project Based Learning Teaching Assistant

Location London

Reports to Academic Executive

Reports to you —None—

Pay rate £320+ per week

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Purpose

As a PBL Teaching Assistant, you'll work alongside a subject tutor to facilitate a project-based course for international students aged 15–17 to address a real-world London problem.

Main duties and responsibilities

- Familiarise yourself with the project based learning syllabus for your subject before the course starts
- Communicate with the tutor throughout to ensure the smooth running of the course, including keeping to the course timetable.
- Complete induction training (including safeguarding and understanding project based learning) before the course starts to familiarise yourself with company procedures and logistical requirements.
- Help the tutor to facilitate projects and keep to the timetable provided so that students have a positive, yet challenging learning experience.
- Lead visits and other subject sessions when the tutor is not due to be present, including maintaining good standards of behaviour, so that students can make the most of the course.
- Encourage students to engage practically, critically and creatively with real-world problems and develop transferable skills while building their subject expertise.
- Help students to reflect on their work so that they have a positive, yet challenging learning experience.
- Take attendance and report any welfare concerns so that students stay safe.
- After the course, write a report for each student to document their progress.

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 working with our students will also help to support your professional development.

(Accommodation and travel expenses are not included)

Safeguarding

Oxford Summer Courses 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.

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Person Specification

Minimum requirements

- Started or completed an undergraduate or higher degree in a relevant subject
- Experience of working with young people
- Excellent at timekeeping and organisation
- Able to adapt to the prior knowledge and interests of different students
- Right to work in the UK (we cannot sponsor work visas for this role)

On-course staff profile

Skills, abilities and knowledge an ideal candidate can demonstrate

- Answering questions from non-specialists on complex concepts
- Accommodating mixed abilities, prior knowledge levels and skill sets
- Giving and receiving constructive feedback
- Communicating with different audiences, including external experts
- Knowledge and appreciation of student welfare
- Familiarity with London

Qualifications you may hold, or be working towards

- You may be considering studying for a teaching qualification

Experience you may have

- Mentoring, coaching or tutoring young people
- Classroom-based project work, including as a student
- Working with non-native speakers

Personality traits of a great Teaching Assistant

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



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 may be asked to prepare a short task 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 the subject and working with young people. 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

Students sign up to courses 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.