

## **Study Assistant – role description**

### *Paid Work Experience*

*Do you want...*

- *some enjoyable, paid work experience this summer?*
- *something different to write on your CV or university application?*
- *to meet young people from overseas?*



Alba English School is looking for Study Assistants to work with their teachers and students this summer. The role involves assisting the main English Teacher or Activity Leader with classroom and cultural activities with young people from overseas (mostly aged 14-17) while they are learning English in Edinburgh. No experience is required as you will be guided by the class teacher. We look for people with a friendly, helpful and enthusiastic approach.

#### **Key Roles**

- help the Teacher or Activity Leader set up activities
- take part in classroom activities, help students with their tasks and demonstrate how English is used
- be a source of local information
- help students to make the most of their cultural activities and time in Edinburgh

#### **Essential Skills and Qualities**

You must be:

- aged 16 - 18 years old
- friendly, responsible, tolerant, patient, enthusiastic and energetic
- interested in other cultures and meeting people
- available for between 1 and 4 weeks this summer

Week 1 : 3rd – 7th July  
Week 2 : 10th – 14th July  
Week 3 : 17th – 21st July  
Week 4 : 24th – 28th July

#### **Desirable Skills and Qualities**

- experience of cultural exchanges or interest in language learning
- tutoring experience
- desire to pursue a teaching or language-related career

#### **Working Hours, Location and Pay**

Monday - Friday 9am – 1pm plus one afternoon per week 2pm - 4.30pm and one evening per week 7pm - 9pm (approx). 25 hours per week in total.

The Alba English main school is located at 86 Causewayside. However, the classes for teenagers are held at [12 Castle Terrace, Edinburgh](#). This will be your main working location but you will also accompany the students on several excursions in and around Edinburgh. All travel expenses are refunded.

Payment: £5.60 per hour (£112 per week) and any reasonable expenses will be reimbursed.

#### **How to Apply**

Please fill out the Application Form (download from [www.albaenglish.co.uk/work-us](http://www.albaenglish.co.uk/work-us)) and return it to [jenny@albaenglish.co.uk](mailto:jenny@albaenglish.co.uk) (07846 597 548) before Friday 23<sup>rd</sup> June 2017.

*You are welcome to submit a CV with your application – we are happy to give feedback on CVs from an employer's perspective.*

If you have any questions, feel free to call or email and ask!