

THE UNIVERSITY OF BIRMINGHAM
Birmingham International Academy
SUMMER PLACEMENT OPPORTUNITY

JOB TITLE

**Classroom / Administrative Assistant on the Pre-sessional
English Programme**

SCHOOL / DEPARTMENT

Birmingham International Academy (BIA)

HOURS / DURATION

Full-time (36 hours per week)
July – September 2026 (exact dates to be confirmed)

FUNDING

A scholarship will be provided to cover travel and subsistence expenses.

Accommodation costs (approximately £1000 per placement candidate) will be covered by the University of Birmingham. Accommodation will be provided in halls of residence (an en-suite room with a shared kitchen).

APPLICATION REQUIREMENTS

Submission of:

- a CV
- a motivation letter in English

Further requirements may apply as specified by the International Office, Faculty of Arts, University of South Bohemia.

Successful applicants will be invited to an interview at the end of March 2026.

PLACEMENT SUMMARY

The BIA programmes are attended by international students from a wide variety of cultural backgrounds who wish to improve their level of English or undertake academic foundation study prior to commencing their academic course at the University of Birmingham.

The role of the Classroom / Administrative Assistant is to provide teaching and administrative support to the Pre-sessional Programme team. The postholder will assist the teaching staff as required.

To support the postholder's professional development, opportunities will be provided to attend teaching observations and BIA CPD sessions.

Further information:

University of Birmingham

<https://www.birmingham.ac.uk>

Birmingham International Academy

<https://www.birmingham.ac.uk/international/bia>

Pre-sessional English programmes

<https://www.birmingham.ac.uk/study/presessional>

MAIN DUTIES

To be agreed with the Programme Manager and may include:

- Respond to teacher requests in a timely manner
- Assist with student induction and Right to Study checks
- Prepare exam scripts
- Liaise regularly with Unit Administrators to exchange information regarding accommodation, withdrawals, payment of fees, etc. relating to pre-sessional students
- Receive visitors and students in a courteous and friendly manner
- Assist with Contact Points and Attendance Monitoring
- Undertake errands across campus as required (e.g. to classrooms, the Finance Office, HR or ISAS)
- Accompany students to the library or their classrooms when necessary
- Take student groups on campus tours or to the city centre for police registration when required
- Set up classrooms and move furniture and equipment
- Help prepare and administer conferences
- Prepare student bags and resources for student inductions
- Keep teacher resource rooms / staff rooms tidy and well resourced
- Prepare and clear away refreshments (tea, coffee, biscuits) for staff and student inductions when requested
- Input information into databases using MS Excel and Access and produce data and reports as required
- Input student grades and assist with preparing files for exam boards
- Maintain the class filing system and provide registers and documentation to teaching staff
- Photocopy course and teaching materials; assist staff and students with photocopiers and ensure they remain operational

- Draft and word-process course correspondence
- Use recording equipment where required
- Undertake other duties as reasonably required

SKILLS AND EXPERIENCE REQUIRED

- Excellent spoken and written English
- Excellent communication and interpersonal skills
- Experience of working as part of a team
- A high level of initiative
- Ability to prioritise work and perform under pressure
- Ability to work with minimal supervision, while knowing when to refer to others
- High level of cultural awareness and sensitivity to students from a range of cultural backgrounds
- Highly organised with strong attention to detail
- Willingness to work flexible hours during busy periods
- Excellent timekeeping
- Excellent IT skills, including experience using MS Word, Excel and Access
- Literacy and numeracy skills equivalent to GCSE English and Mathematics (or equivalent)

The Birmingham International Academy (BIA) is based in Priorsfield, Edgbaston Park Road, although teaching during the pre-session programme takes place in several locations across the campus.

Because the pre-session programme is an intensive full-time course, the postholder must be available to work every week for the entire placement period and be prepared to be flexible with working hours.

For further information please contact:

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