

Paid Student Work Opportunity

Are you thinking of working during term-time?

Are you looking for part-time hours to suit your timetable?

We are looking to recruit a number of Classroom Stewards to support the use of teaching spaces on campus, these being the CAPITAL Rehearsal Room in Millburn House, the Reinvention Centre and the Avon Drama Studio at Westwood as well as the Humanities Studio and the eight newly refurbished teaching rooms in the Ramphal Building.

Classroom Stewards will be recruited to work in weeks 1-10 of the autumn term, 1-10 of the spring term and weeks 1-4 of the summer term.

We are looking for one Classroom Steward to work from 8.00-10.00am, Monday-Friday in each week during term time and an additional four Classroom Stewards to work as required (and as available) during teaching hours (7.00-19.00 Monday – Friday), throughout term time.

All Classroom Stewards will be paid at the rate of **£7.88 per hour**.

Further details may be found on the attached pages and informal enquiries may be made to jonathan.owen@warwick.ac.uk

To apply, please email a letter of application and a CV to jonathan.owen@warwick.ac.uk

The closing date for applications is **Sunday 21 September 2014**

Interviews will be held on the morning of **Wednesday 24 September 2014**

Successful candidates should be available for training on **Friday 26 September 2014** and to start work on **Monday 29 September 2014**

JOB DESCRIPTION

POST TITLE:	Classroom Steward
DEPARTMENT:	AV Services / IATL
POST RESPONSIBLE TO:	Jon Owen (AV Services)
SALARY:	£7.88ph
CLOSING DATE:	21 SEPT 2014

JOB PURPOSE:

Classroom Stewards currently supports the use of a number of teaching spaces on campus: the Rehearsal Room in Millburn House, the Reinvention Centre and the Avon Drama Studio at Westwood as well as the Humanities Studio and eight newly refurbished teaching rooms in the Ramphal building.

All of these rooms are used flexibly – that is, they have furniture and AV equipment, which can be moved around into different configurations for different classes.

We are seeking to employ a number of Classroom Stewards to ensure the smooth running of these teaching spaces during 2014/15.

DUTIES AND RESPONSIBILITIES:

1. To re-arrange furniture to suit the requirements of staff teaching in the spaces
2. To return furniture to the default position as necessary between classes
3. To return Audio Visual equipment to the default position between classes
4. To actively promote the use of technology within the teaching spaces with support from the Audio Visual Services team.
5. To log any faults with the Audio Visual equipment in the teaching spaces
6. To report any problems in the teaching spaces such as faulty or damaged furniture, or problems with cleanliness or leftover items etc.
7. To help maintain the Classroom Stewards resource account, responding to enquiries and logging jobs using the ITS ServiceNow tool.

8. To check the CAPITAL Rehearsal Room, Humanities Studio, Avon Drama Studio, Reinvention Centre and the newly refurbished rooms in the Ramphal Building each morning during term time and to return all furniture and AV equipment to the default position.
9. Other duties commensurate with the scope and grading of the role.

Classroom Stewards will be required to where a uniform, which will be provided.

FURTHER PARTICULARS

The Refurbishment of the Ramphal Building

Further information and a short film about the Ramphal Refurbishment can be found at www.warwick.ac.uk/iatl/activities/projects/qualityteachingspaces

The Department

AV Services

Audio Visual Services maintain all of the centrally timetabled rooms across the University's three campuses and we are part of IT Services. As a department we are always looking for new technology to help support the University and we have helped launch key services such as video conferencing, digital signage and lecture capture over the past few years.

We're passionate about AV/IT technology and work closely with the Space Management Team, Estates Office and IATL to ensure that our teaching spaces meet the growing needs of the staff and students communities here at Warwick.

Full details of the services we provide and the areas we support can be found on our webpage.

<http://www2.warwick.ac.uk/services/its/service-support/av>

IATL

IATL's core business is to foster a pedagogy that is committed to innovation, interdisciplinarity, inclusiveness, and internationalisation. IATL is, throughout, mindful of its brief to identify new directions for its work, to innovate, to support innovation by others, and to generate work that is tangible and useful.

IATL seeks to enhance the student experience at Warwick by supporting staff and students in the development of best practice in teaching and learning. In practical terms, this means that [we fund teaching and learning projects](#) for both staff and students, introduce and host interdisciplinary cross-faculty modules, and run [*Reinvention: an International Journal of Undergraduate Research*](#) and the [Student Ensemble](#).

We maintain a variety of [bookable spaces](#) across campus, host termly teaching and learning events, and offer advice and support on teaching and learning to staff and students. IATL's staff possess a variety of academic, administrative, and practice-based expertise, ranging across the faculties – our Director, Paul Taylor, is a Chemist; our Deputy Director, Nick Monk has a PhD in literature; our Teaching Fellow, Jonathan Heron, is a Theatre Director and qualified teacher; and other colleagues have expertise in Social Sciences, Academic Writing, Medieval History, Languages, Technology and the Digital, and Business.

IATL has been instrumental in the development of two specific pedagogies created specifically for use in higher education: [Open-space Learning \(OSL\)](#), and Student-as-Researcher. Our activities are informed by these pedagogies – and by those of many expert colleagues in the wider University – and they provide us with a solid theoretical and practical base from which to create our own projects, and support those of others.

For further information about IATL, please see our website at www.warwick.ac.uk/iatl