



## **PLUS Summer Schools**

### **Course Director Job Description**

PLUS offers English courses to young learners aged 12-17. We provide a comprehensive package of tuition, social experience and accommodation to international groups in our 13 dedicated junior schools over the Summer. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by the British Council. We aim for high standards in our programs and consequently we are looking for enthusiastic, hard-working, outgoing, Course Directors

#### **Job Description**

##### **Location**

This is a temporary post based at one of our Junior Summer Centres in Brighton, London Kingston and Uxbridge, Chelmsford, Canterbury, Windsor, Effingham, Bath, Loughborough, Chester, Edinburgh, Stirling and Dublin.

##### **Reports to**

Academic Manager, Head Office

##### **Role summary**

You will have overall responsibility for the delivery of a high-quality academic programme.

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate ID, qualification and suitability checks with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with the organisation's safeguarding policy.

#### **Duties and Responsibilities of Course Directors**

##### **OVERALL DUTIES:**

- Reside on campus for the duration of employment and to participate in supervisory staff to student ratios of 1:15 inclusive of overnight supervision.
- Overall management of the academic programme and the teaching team, ensuring that the highest standards of teaching are delivered to allow students to derive the maximum benefit from their course.
- To ensure that lessons and activities are integrated, following our syllabus and guidelines
- To be familiar with the inspection criteria of the British Council, ISI, UKBA and company requirements and to ensure that those criteria are met.
- Co-operate with any British Council Inspection procedures.
- To have knowledge and understanding of relevant company handbooks and procedural documents.
- To have a good understanding of emergency & evacuation procedures.
- To behave in a courteous and professional manner with colleagues and clients at all times and to respect any such relevant codes of conduct.
- To adhere to company dress and behaviour codes.
- To assist with any other administrative duties as may be reasonably required by the Academic Manager.



### **Child Safeguarding, Protection and Welfare**

- To promote and safeguard the welfare of all students at all times and to monitor their wellbeing, actively seeking to resolve any issues or areas of concern.
- To be fully conversant with and to adhere to Health & Safety and Child Safeguarding guidelines as per Government legislation, the British Council Handbook and PLUS policies and procedures.
- To be familiar with risk assessment documentation, both onsite and offsite, updating records where necessary.

### **Management Responsibilities**

- Support the Campus Manager in the overall management of the centre.
- Lead the Teacher Induction Day, which is usually held on the day of student arrival, one day before testing and class allocation.
- Establish and maintain open communications with staff, clients and Head Office.
- Liaise regularly with the Campus Manger and Group Leaders to ensure students are happy and act on any feedback received.
- Set up and close the centre, pack and return all stock and equipment according to guidelines.

### **Administrative Duties**

- Maintain accurate teaching staff records, including staff worked hours and rota.
- Ensure class registers are completed on a daily basis
- Maintain documentation, CPD records of attendance, Incident and Complaints Logbooks.
- Complete a final report to be submitted to Head Office within five days of the centre closing.

### **Academic**

- To have responsibility for academic administration of new arrivals – with regard to inductions, diagnostic testing and placements.
- To promote PLUS' Task Based Learning Approach ensuring that teachers integrate these into their teaching.
- To lead the teaching team, providing thorough inductions, daily guidance, support and training.
- To liaise with the Activity Manager to ensure that the social and academic programmes are connected to enhance learning outcomes.
- To ensure that student satisfaction ratings are consistently high for teaching and learning.
- To actively seek to resolve areas of academic concern for students speedily and effectively and to keep accurate records of those concerns and how they were resolved.
- Run short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day.
- Run or organise weekly workshops or development sessions corresponding to the needs of the teachers.
- To keep accurate records of the hours worked by teaching staff and to pass these on to the Academic Manager by the set deadline for teachers' pay to be processed.



- To organise the teaching rota and monitor staffing levels to ensure ratios are met.
- To lead regular teaching staff meetings and to attend regular school management meetings.
- To ensure that staffing issues are dealt with correctly and fairly, and in time.
- To observe, record and evaluate teaching performance, giving constructive and developmental feedback.
- To be responsible for the organisation of quality teaching resources and stock and to ensure the teaching resources and planning areas are kept tidy and organised.
- To produce accurate class lists and monitor and report on attendance.
- To coordinate the leavers' certificates and leavers' surveys.
- To liaise with the Centre Manager and/or the Activity Manager in the organisation of the leavers' ceremony.
- Prepare the centre for pre-booked Trinity Spoken English Examinations (if applicable).
- Teach when necessary.

### **Hours of Work**

The Course Director is expected to work between 5 and 6 days a week depending on the centre, although differing timetables may be in place at different centres and some assistance may be required in an emergency.

### **Remuneration Package**

Competitive. The post is residential, with full board accommodation included, although we also encourage applications from local Course Directors who wish to live off-campus.

### **Person Specification**

#### **Qualifications**

##### **Essential**

- DELTA/Trinity Diploma or equivalent such as MA in Applied Linguistics TEFL/EFL, including observed teaching or international equivalent
- A bachelor's degree as minimum

##### **Desirable**

- DELTAM or equivalent

#### **Work Experience and Knowledge**

##### **Essential**

- Previous management experience in EFL or related field in a commercial educational environment.
- Previous knowledge and experience of summer schools, preferably in the ELT market
- Experience in teacher observations
- Minimum 5 years teaching experience
- Experience of teaching all levels
- Experience of working with young Learners
- Familiar with a Task Based Learning approach



### **Desirable**

- Knowledge of British Council and ISI inspection criteria.
- Experience and strong interest in teacher training and CPD
- Experience of dealing with continuous enrolment courses and staggered arrivals
- Experience of using IT systems for work/management

### **Skills and Competencies**

- Demonstrates a high-level understanding of English language teaching and learning
- Excellent organisational and time management skills – can work well under pressure and meet tight deadlines, managing a wide variety of tasks and projects running concurrently.
- Can support the professional development of teaching staff
- Excellent interpersonal and communication skills
- Excellent IT skills including PowerPoint, Excel and Word.
- Has a proactive approach to delivering exceptional customer service at all times – very solution driven and quick to solve problems
- High level of initiative
- Is self-motivated and can motivate and inspire others.
- Demonstrates an ability to work in a multi-cultural environment.

### **Disclaimer**

This is a non-exhaustive list of the duties and responsibilities of the above role. The Company reserves the right to amend this job description as the needs of the business require.

### **Application method and closing date**

If you meet the requirements of the position, are excited by the opportunity of working in a fast-paced international education environment please apply via this link <https://www.plus-ed.com/work-with-us> with your CV and covering letter highlighting why you believe you are suitable for this role. Please specify any preference on working location in your application.

\*All applicants must be eligible to work in the UK

### **References and Checks**

- If you are offered the post, you will need to provide copies of your degree and TEFL/TEFLQ certificates. You will also need to bring the originals with them as well as your passport to check your ID.
- As all holders of roles involving responsibility for or substantial access to under 18s, you will need to have appropriate suitability checks with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with PLUS' Safeguarding and Child Protection Policy.



- You will also need to provide 2 references from within the last 12 months in accordance with BC guidelines.
- Any job offers will be on condition of receiving a satisfactory Enhanced DBS check and the 2 references

**Closing date: 3<sup>rd</sup> March 2019**