



PLUS Summer Schools

Assistant 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, Assistant 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

Course Director

Role summary

You will assist the Course Director in 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:

- Assisting the Course Director in the 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 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 Course Director and/or 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.

Management Responsibilities

- Support the Course Director in the overall management of the academic department.
- Assist the Course Director with 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 Group Leaders to ensure students are happy and act on any feedback received.
- Assist the Course Director in setting up and closing the centre, pack and return all stock and equipment according to guidelines.

Administrative Duties

- Ensure class registers are completed on a daily basis
- Assist in the maintenance of documentation, CPD records of attendance, Incident and Complaints Logbooks.
- Help the Course Director with the preparation of weekly class lists, registers and any other administrative tasks.

Academic

- Assist the Course Director in the academic administration of diagnostic testing and placements for new arrivals.
- To provide the teaching team with daily guidance, support and training.
- 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.
- To help run short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day.
- If requested by the Course Director, lead or organise weekly workshops or development sessions corresponding to the needs of the teachers.
- 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 help with the coordination of the leavers' certificates and leavers' surveys.
- To help in the organisation of the leavers' ceremony.



- Assist in the preparation of the centre for pre-booked Trinity Spoken English Examinations (if applicable).
- Teach when necessary (either as cover in cases of absence or sickness or in your own class if required)

Hours of Work

The Assistant 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. We offer a range of residential and non-residential packages depending on the centre and type of timetable offered.

Person Specification

Qualifications

Essential

- CELTA/Trinity CertTESOL
- A bachelor's degree as minimum

Desirable

- Working towards a DELTA or Trinity Diploma
- MA in Applied Linguistics TEFL/EFL, MPhil.

Work Experience and Knowledge

Essential

- Some proven 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 3 years teaching experience
- Experience of teaching all levels
- Experience of working with young Learners

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 flexibility and a positive attitude

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: 17th March 2019