

# Assistant Course Director Job Description



## Company Overview

PLUS offers English courses to young learners aged 10-17. We provide a comprehensive package of tuition, social experience, and accommodation to international groups in our 15 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 programmes and consequently we are looking for enthusiastic, hard-working, outgoing staff.

## Location

This is a temporary post based at one of our junior summer centres including in Bath, Brighton, Ellesmere, Dublin, London, Chelmsford, Hatfield, Windsor, Loughborough, Ellesmere, Edinburgh, and Stirling.

## Overview of the position

Reporting to Academic Manager at the London Head Office and must also follow instructions from the centre Campus Manager who has overall responsibility for the centre. You will assist with the aims of the academic department 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.

## Overall Responsibilities:

PLUS adopts a student-centred, communicative methodology integrating engaging classroom learning with dynamic post-lesson activities that reinforce learning in a fun, social setting. Assistant Course Directors are expected to:

- Support the Course Director in the overall management of the academic programme
- Support the Course Director during 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 among staff and liaising regularly with the teachers and Group Leaders and act on any feedback received
- Assist the CD in setting up and closing the centre, packing, and returning all stock and equipment according to guidelines
- Be familiar with British Council and English UK guidelines (documents available on site) and ensure academic management achieves and maintains the standards set out in these guidelines. Co-operate with any British Council inspection procedures
- Represent PLUS positively in all conversations with clients, staff, and the host centre
- Help manage the Academic Programme according to PLUS guidelines and procedures
- Ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to our guidelines and syllabus
- Be proactive, offering support to teachers before it is requested. Guide newly qualified staff in preparing lessons and be a positive, helpful presence in the staffroom
- If requested by the CD, help to observe, and appraise all teaching staff and give regular, documented feedback on the PLUS form
- Follow the correct academic procedures, including placement testing, class size and composition and allocation of teachers to appropriate classes and levels
- Monitor integration of the teaching and activities programmes ensuring students receive lessons linked with trip destinations – and assisting with ideas on how to do this when necessary

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- Help monitor all academic resources and equipment – ensuring it is returned to the storage centre in satisfactory order at the end of the course
- Attend short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day
- Help the CD to run or organise weekly workshops or development sessions corresponding to the needs of the teachers

## Administrative Duties / Operational Efficiency

The role of ACD also incorporates the following:

- With the other members of the management team, ensuring that a high-quality programme is delivered, following our guidelines closely
- Assisting the CD in the management of the academic programme and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring that lessons and activities are integrated, following our syllabus and guidelines
- Always ensuring safety and welfare of all students
- Teach when necessary (either on your own class or as a cover teacher in cases of absence, sickness etc.)

## Child Safeguarding, Protection and Welfare

- To always promote and safeguard the welfare of all students 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.

## Person Specification

### **Qualifications**

- CELTA level qualification
- Bachelor's degree or equivalent

### **Work Experience and Knowledge**

- Experience of working with juniors
- Ability to support and advise fellow teachers
- Experience in providing last minute cover teaching
- Previous knowledge and experience of summer schools, preferably in the ELT market
- Experience of dealing with continuous enrolment courses and staggered arrivals
- Minimum 3 years of teaching experience
- Some proven management or supervisory experience

### **Skills and Competencies**

- Flexibility and a positive attitude
- The ability to deal with issues calmly and swiftly

## Hours of Work

The Assistant Course Director is expected to work Monday to Friday with weekends off in normal circumstances although differing timetables may be in place at different centres which would require evening or weekend work.

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## Induction Training

Compulsory Induction training is provided by the CD and ACD (typically one full day) and takes place immediately prior to the start of the course.

## Remuneration Package

Full board accommodation residential rates vary depending on experience and centre size between £470-500 and for Ireland it is €550-€580.

## References and Checks

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.

## Application method and closing date

If you meet the requirements of the position and are excited by the opportunity of working in a fast-paced international education environment, please apply [HERE](#). You will be asked to upload your CV and qualifications upon application, and you will need to bring originals with you to campus along with id.

Please note that for UK roles, you must already have the right to work in the UK.

Good luck and we look forward to receiving your application!