

# 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.

- To have read and understood the CD manual and teachers' handbook and be fully conversant with our policies for the welfare and protection of children
- Ensure all academic staff know their responsible for the care, welfare and safety of students whilst ensuring they follow the school rules
- 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 communication among staff, with clients and Head Office
- Liaise regularly with the Campus Manger and Group Leaders to ensure students are happy and act on any feedback received
- Maintain accurate staff records, including staff payroll and rota
- Set up and close the centre, pack and return 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 or other Inspection procedures
- Write a final report to be submitted to Head Office within five days of the centre closing
- Represent PLUS positively in all conversations with clients, staff, and the host centre
- Run weekly workshops or development sessions corresponding to the needs of the teachers
- Teach when necessary

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## Administrative Duties / Operational Efficiency

- 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
- Observe and appraise all teaching staff and give regular, documented feedback on PLUS forms, provided in CD Manual
- Establish and maintain correct academic procedures, including placement testing, class size and composition, allocation of teachers to appropriate classes and levels, completion of paperwork and provision of certificates
- Monitor integration of the teaching and activities programmes ensuring students receive lessons linked with trip destinations
- Monitor and be responsible for all academic resources and equipment – ensuring it is returned to the storage centre in satisfactory order at the end of the course
- Run short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day

## 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**

Course Directors are required to have a higher-level teaching qualification such as DELTA/Trinity Diploma in TESOL, MA in Applied Linguistics, ELT or similar field. This is in addition to a university degree and an initial teaching certificate such as CELTA or Trinity CertTESOL.

### **Work Experience and Knowledge**

Course Directors are also required to have substantial ELT teaching experience of at least 5 years, particularly with young learners. Some previous management experience is necessary for this position, but every application will be assessed on its individual merits.

### **Skills and Competencies**

- Experience of working with juniors
- Ability to lead and inspire fellow teachers
- Excellent interpersonal and organizational skills
- Flexibility
- The ability to react calmly and swiftly and to make decisions on the spot

## Hours of Work

The 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 and some assistance may be required in an emergency.

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## Induction Training

Compulsory Induction training is provided by the CD (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 £600-£650 and for Ireland it is €700-€750.

## 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!