

Assistant Course Director Abridged Job Description

Please note that this job description is an abridged version for informational purposes only. The complete and detailed job description will be shared with successful candidates during the onboarding process.

Title: Assistant Course Director

Reports To: Course Director

Summary of position: The Assistant Course Director substitutes when needed, supports and helps the Course Director with the overall management of the academic program of the center, and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course. The role requires exceptional organizational, leadership, and problem-solving skills to ensure the successful running of the courses.

Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. 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 individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

General responsibilities

Campus setup and closure for Academics

Assisting the Course Director in setting up and closing the center following PLUS's meticulous instructions. Ensuring efficient and effective access to material needed in the Staff room and classrooms before teacher and student arrivals and ensuring a high-quality academic program. Be familiar with British Council and English UK guidelines and ensure academic management achieves and maintains the standards set out in these guidelines. Co-operate with any British Council Inspection procedures.

Tuition Information boards

Assisting in the preparation, maintenance, and dissemination of accurate tuition information boards, ensuring timeliness and thoroughness.

Operational arrangements

Assisting in ensuring that lessons and activities are integrated, following our syllabus and guidelines.

Always promote and safeguard the welfare of all students.

Teach when necessary.

Arrivals and departures

Coordinating arrivals and departures, with the tuition program, classing, and class composition, and providing assistance and information to all involved in the arrival and departure processes.

Communication

Liaising regularly with the CD, keeping teachers, Group leaders, participants, and stakeholders well-informed and connected for the successful operation of the course.

Staff management

Assisting in overseeing and coordinating teachers.

Academic expenses

Liaising with the CD for any academic expenses needed.

Person specifications

- Demonstrated ability to assist, lead, and coordinate a diverse team of teachers effectively, fostering a positive and collaborative work environment.
- A commitment to providing exceptional customer service, with strong interpersonal skills to interact professionally with camp participants, Group Leaders, and stakeholders.
- Exceptional organizational skills with the ability to efficiently manage various responsibilities.
- Strong problem-solving skills to address everyday challenges and emergency situations effectively.
- Excellent communication skills, both written and verbal, to keep stakeholders well-informed and connected.
- Strong analytical skills to digest extensive information and prepare comprehensive overviews for effective camp coordination.

- Meticulous attention to detail, particularly in the management of documentation, and records.
- A commitment to ensuring the safety and welfare of participants and teachers.
- Previous experience in summer schools, preferably in the ELT market, and effectively managing and coordinating staff.
- Well-versed in software applications, particularly Microsoft, Word, PPP, and Excel for planning and coordination purposes.
- Comfortable with using our in-house software for effective academic management.
- Flexibility to work non-standard hours, including some evenings or weekends, as required.

Qualifications Required

Assistant Course Directors are required to have a university degree and an initial teaching certificate such as CELTA or TrinityCert TESOL. Assistant Course Directors are also required to have a reasonable amount of ELT teaching experience, at least 3 years, particularly with young learners. Some previous management experience is useful for this position but every application will be assessed on its individual merits.

Safeguarding and Eligibility Checks

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.

Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.