

# Working for UKLC (UK Language Courses)

## Who are we?

UKLC provide residential English Language and Activity programmes for groups of students aged 8 to 17 years. We have a combined experience of over twenty five years and we pride ourselves on delivering great quality and value together with an excellent personal service. Our success is demonstrated by the high demand we have for our courses, and also the agents, pupils, and staff who return each year.

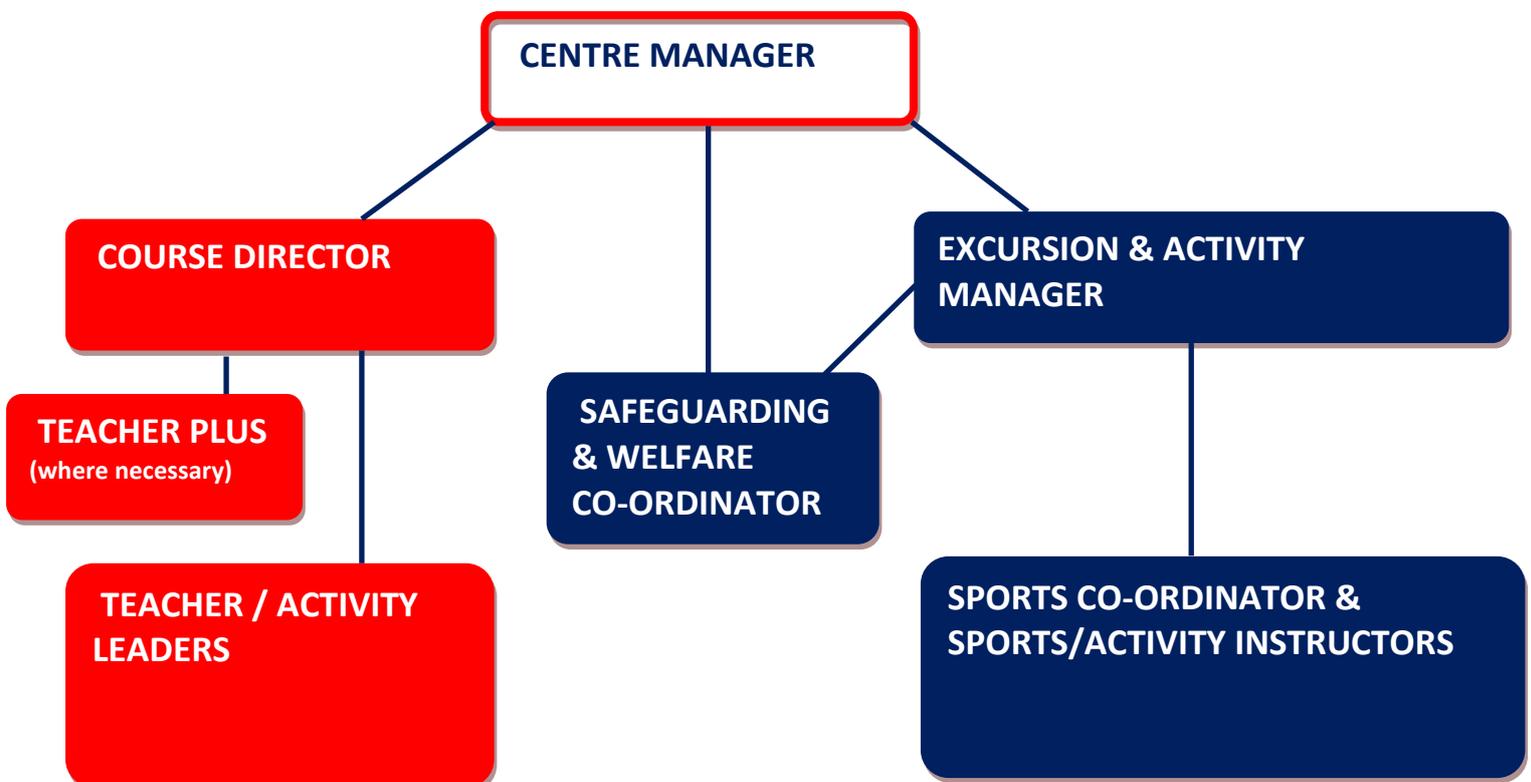
We are accredited and monitored by the British Council to ensure that we meet the highest standards within the following areas:

- ★ Management
- ★ Resources and Learning Environment
- ★ Teaching and Learning
- ★ Welfare and Student Services
- ★ Care of Under 18s

## Our Courses and Roles

The courses we run are mainly residential programmes for Juniors (8-17 years old) and take place in exclusive private boarding schools and University campuses around the UK, during the summer months. The students we host come from around the world including Italy, France, Spain, Portugal, Turkey, China, the Ukraine and Russia.

In order to ensure each child has a fantastic time, we recruit an enthusiastic team of staff who are responsible for the smooth running of the course. There is a clearly defined management structure to aid the team's success:



**Centre Manager:**

They have overall responsibility for the centre, the staff and the students. They oversee the smooth running of the course, manage all aspects of the centre and ensure that any problems are solved quickly and effectively. They are based on site 24/7 and are always on call (except for one day per week when they hand over to another member of the management team). Ideally, they have previous years experience of summer camps which enables them to deal with any given situation. They are fully supported 24/7 by the senior management team.

**Course Director:**

They are responsible for implementing the didactic programme. This involves all academic administration and management of the teaching team. The Course Director's main responsibilities are to ensure high standards in the classroom and to support the teachers. The Course Director is preferably residential and their normal working week consists of making sure all responsibilities and formalities are carried out, occasional excursion and activity support and taking site responsibility in the absence of the Centre Manager.

**Excursion and Activity Manager (EAM):**

They are responsible for implementing the activity and excursion programme. This involves all sports, activities, visits and excursions and the management of the relevant staff. Their main responsibility is to make the activities fun and safe for everyone involved. Their normal working hours are dictated by the activity and excursion programme as they are always there to oversee and be involved with the running of the activity programme. They may also take site responsibility in the absence of the Centre Manager.

**Safeguarding & Welfare Co-ordinator (SWC):**

They will assist the Centre Management in implementing UKLC Safeguarding policies and ensuring that the centre is fully compliant. They will give the necessary support in order to ensure that matters of safeguarding and the promotion of student welfare are paramount and that all staff, Group Leaders and students understand and adhere to the UKLC Safeguarding Policy and Child Protection Policy as referred to in the Operating and Safeguarding Handbook (OSH). They are also responsible for quality assurance in terms of obtaining, measuring and collating feedback from students and leaders and passing it on to Centre Management and Head Office.

**Teacher Plus:**

In larger centres, this role is implemented to support the academic management roles. In addition to fulfilling the normal duties of a Teacher/Activity Leader, Teacher Plus has additional responsibilities in providing a link between the lessons and the Excursions and Activities.

**Teacher/Activity Leader:**

This role is integral to the success of the centre. As well as having the necessary qualifications, they are recruited for their energy and enthusiasm. As well as teaching, Teacher/Activity Leaders are also expected to accompany students on excursions, sports sessions and evening activities, playing an active part in making their stay successful. These Teacher/Activity Leaders will liaise with the Sports/Activity Instructors to help organise successful events and keep the students entertained. Teacher/Activity Leaders are required to work 24 sessions over two weeks with generally 22 being dedicated to timetabled sessions, 1 session for personal development and 1 session for supervision duties.

**Sports Co-ordinator:**

The Sports Co-ordinator works closely with the Excursion and Activity Manager to plan and implement the sport and activity programme. They are key to making the sports and activities fun and safe for everyone involved and ensuring that they run smoothly. They will help create an environment of co-operation between all staff, group leaders and students.

### **Sport/Activity Instructors:**

They are crucial to the successful delivery of the sports and activity programme. They are responsible for organising, promoting and leading all sports and activities in the centre. They should make the activities fun and safe for everyone involved. As well as having the necessary qualifications, they should motivate the students with their energy and enthusiasm. A Sport/Activity Instructor is required to work 24 sessions per fortnight with generally 23 being dedicated to timetabled sessions and 1 session for supervision duties. They are also expected to accompany students on excursions and play an active part in making their trip successful.

### **Sessions:**

A session is defined as a morning or afternoon of teaching (approx 3 hours), an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two or three sessions depending on duration). Airport transfers may be considered as one or two sessions depending on the duration. All sessions will be worked out by the EAM and overseen by the Centre Manager in a fair and equal manner.

### **Our Centres**

UKLC offer a choice of nine top class centres across the UK. They range from the most traditional boarding schools to the newest and most modern university campuses. The centres available for summer 2016 are:

University of Chester  
Manchester, Chetham's School of Music  
York, Bootham School  
York, St Peter's School  
Cheshire, Reaseheath College  
King's College London  
London Met  
University of Chichester  
Reading, Queen Anne's School

There are positions available from two weeks up to eight weeks – each centre is different. For further information on each centre, please visit our website and click on the 'Centres' section if you have not already done so.

### **How to Proceed with your Application / Interest**

If you have not already done so please send a full CV to:

[recruitment@uklc.org](mailto:recruitment@uklc.org)

Please specify the role you are applying for, which 3 centres you would like to work in, and how long you are seeking employment with us.

We will then contact applicants with whom we would like to arrange interviews. This normally takes place within 2-4 weeks of your initial CV email. All successful candidates are interviewed prior to offers being made preferably in person at our Head Office, but in some cases this can be completed via telephone or Skype. Please note that references are necessary and will be taken up before an offer of appointment is made.

Non-European citizens are considered as long as they have the appropriate working permits.

Teaching staff must be native speakers or have native-level English.

## Safeguarding / Child Protection Statement:

UKLC is committed to providing a safe and secure environment for the children in our care.

The way we ensure this is by:

- Operating a rigorous recruitment process and thoroughly vetting all staff and host families.
- Having a clear Safeguarding Policy and clear procedures for protecting the students in our care and keeping them safe.
- Having a clear Child Protection Policy and clear procedures for its implementation
- Ensuring that all our staff and hosts are aware of and conversant with the relevant areas of our Safeguarding Policy, that all staff are trained in it and that all staff (and hosts) are invited to complete an online course in **An Awareness of Child Abuse and Neglect** and submit the certificate to Head Office.
- Having a clear Behaviour Policy in place and procedures to ensure that our centres are free from bullying and harassment

Please be advised that in line with our Safeguarding policy we will:

- Follow up on two references
- Ask you to explain any gaps in your CV satisfactorily
- Ask you for proof of identity and qualifications
- Ensure that reference requests will ask specifically whether there is any reason that you should not be employed in situations where you have responsibility for, or substantial access to, persons under 18
- Obtain appropriate Disclosure and Barring Service (DBS) checks prior to confirmation of appointment.

If you have any questions at all, please feel free to email and ask us. We are a friendly bunch!

Please be sure to look at the recruitment pages on our website, [www.uklanguagecourses.com/jobs](http://www.uklanguagecourses.com/jobs) and read what our staff say about working for us.

Thank you

*The UKLC team*

Please view the pages below for details of our summer wages and centre dates

## Centres, Dates and Positions available for summer 2017

*For management positions please contact us directly to see what is available. We have a large number of returning staff on our management teams and we have a policy of trying to recruit from within. However, every year we do add a few people to these teams at certain centres. Email to find out where we have availability this summer*

Cheshire, Reaseheath College	7 <sup>th</sup> July to 4 <sup>th</sup> August	Teacher /Activity leaders, Full time teachers, Sports and Activity Instructors
University of Chester	9 <sup>th</sup> July to 13 <sup>th</sup> August	Teacher /Activity leaders, Full time teachers, Sports and Activity Instructors
University of Chichester	2 <sup>nd</sup> July to 30 <sup>th</sup> July	Teacher / Activity leaders, Sports and Activity Instructors
Reading, Queen Anne's School	9 <sup>th</sup> July to 13 <sup>th</sup> August	Teacher / Activity leaders, Sports and Activity Instructors
York, St Peter's School	10 <sup>th</sup> July to 7 <sup>th</sup> August	Teacher / Activity leaders, Sports and Activity Instructors
York, Bootham School	10 <sup>th</sup> July to 7 <sup>th</sup> August	Teacher / Activity leaders, Sports and Activity Instructors
London Met	26 <sup>th</sup> June to 7 <sup>th</sup> August	Teacher / Activity leaders, Full time teachers, Sports and Activity Instructors
Manchester, Chetham's School of Music	12 <sup>th</sup> July to 9 <sup>th</sup> August	Teacher / Activity leaders, Sports and Activity Instructors
King's College London	3 <sup>rd</sup> July to 28 <sup>th</sup> August	Teacher / Activity leaders, Sports and Activity Instructors

## UKLC Staff wages summer 2017 (gross salary per week)

Centre Manager	£500 + (negotiable depending on centre size and experience)		
Course Director	£475 + (negotiable depending on centre size and experience)		
Excursions and Activity Manager	£375 + (negotiable depending on centre size and experience)		
Safeguarding & Welfare Co-ordinator	£300 + (based on experience and depending on the size of the centre)		
	<b>Newly Qualified (TEFLI, no experience)</b>	<b>12 month + experience</b>	<b>3 years + experience or TEFLQ</b>
Teacher / Activity Leader	£325	£335	£350
Full time Teacher	£365	£375	£390
Teacher Only	£200	£210	£225
Teacher Plus	n/a	n/a	£400
Sports Coordinator	£300 + (negotiable depending on centre size and experience)		
Sports and Activity Instructor	£225-275 (depending on experience)		

*Statutory holiday pay will be added to your final wage packet  
All returning staff can add £10 per week to these wages*