

Working for UKLC (UK Language Courses)

Who are we?

UKLC provide residential English language and activity programmes for groups of students from all over the world aged 8 to 17 years. We have over twenty-five years' experience and we pride ourselves on delivering great quality courses together with an excellent personal service. Our success is demonstrated by the high demand we have for our courses and also the agents, Group Leaders, students 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
- ★ Premises and Resources
- ★ Teaching and Learning
- ★ Welfare and Student Services
- ★ Safeguarding Under 18s

UKLC Mission:

Educate, Inspire, Enrich

To educate, to inspire and to enrich the lives of young people from all over the world through English language, sports and British culture.

UKLC Vision:

By 2020 we will be internationally recognised for excellence by providing programmes that educate, inspire and enrich at desirable locations across the UK. Our responsive approach, dynamic staff, and outstanding service will ensure that we become a trusted partner and the 'company' to work with.

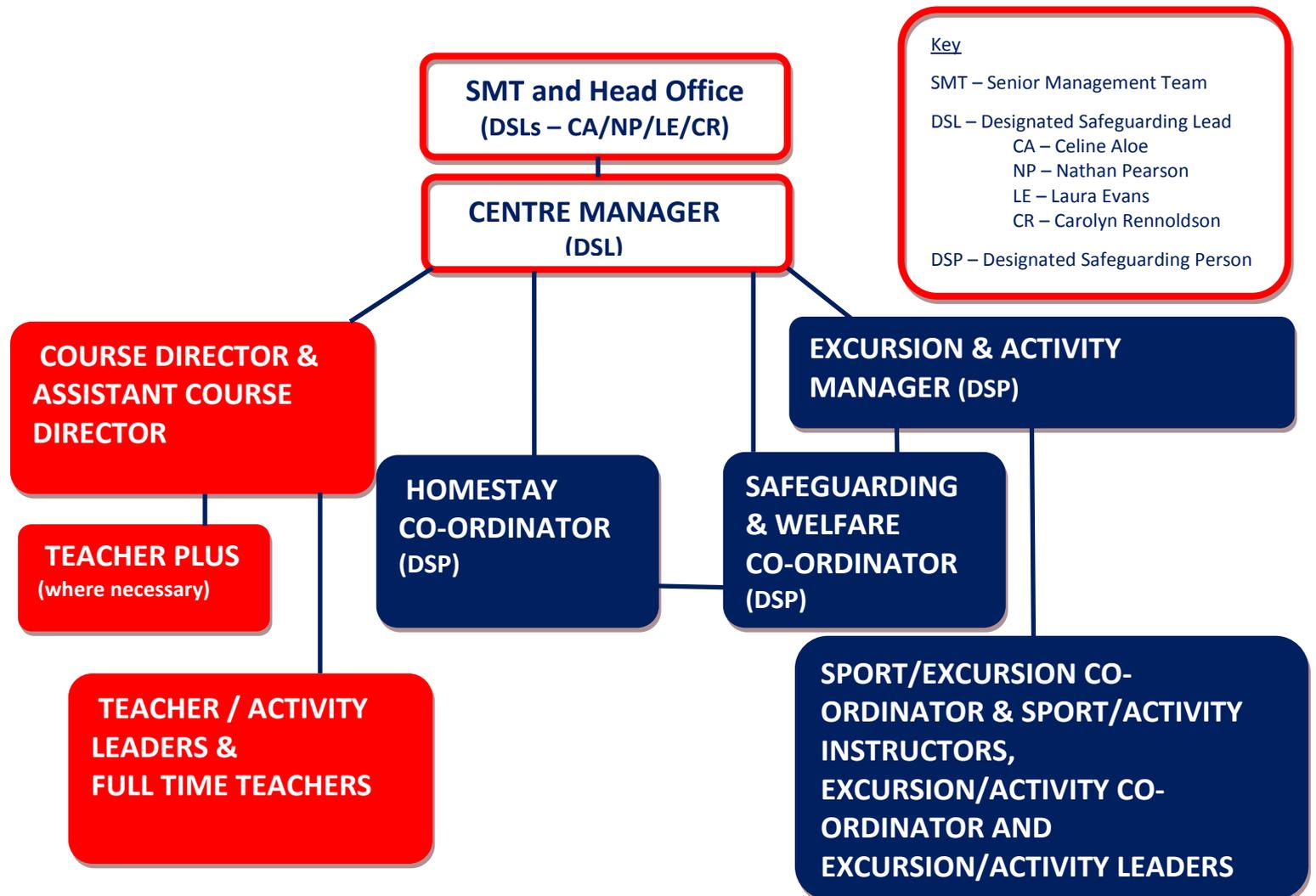
UKLC Values:

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|-----|---------------------|---|
| E - | exceed expectations | <i>'we aim to exceed expectations in all areas'</i> |
| N - | nurture | <i>'we nurture our staff , our partners and our students'</i> |
| R - | respond | <i>'we respond quickly to all enquiries, challenges and our partners'</i> |
| I - | innovate | <i>'we are innovative in our approach'</i> |
| C - | change | <i>'we embrace it'</i> |
| H - | heart | <i>'we LOVE what we do!'</i> |

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 courses. There is a clearly defined management structure to aid the team's success:



Centre Manager (CM):

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 (SMT) who make regular visits to the centre.

Course Director (CD):

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 a residential role and their normal working week consists of making sure all academic responsibilities and formalities are carried out, occasional excursion and activity support and taking site responsibility in the absence of the Centre Manager. The Course Director is fully supported by a senior Academic team 24/7 and will receive regular visits to the centre.

Assistant Course Director (Asst. CD):

Supporting the Course Director, they are also responsible for implementing the academic programme and managing the teaching team. In the absence of the Course Director, they are responsible for ensuring that the didactic programme is implemented and that the teachers are fully supported.

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. They are fully supported 24/7 by the Senior Management Team (SMT) who make regular visits to the centre.

Safeguarding & Welfare Co-ordinator (SWC):

They will assist the Centre Management team 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. An SWC is required to work 30 sessions over two weeks.

Homestay Co-ordinator (HSC):

The Homestay Co-ordinator liaises with the homestay hosts and the Centre Management team to ensure that all homestay students are happy and safe during their stay and that they arrive and leave site on time for scheduled lessons and activities. They have constant contact with the students to ensure they understand their timetables as well as being the point of contact for group leaders and home stay hosts. A good knowledge of the area is essential. A Homestay Co-ordinator is required to work 24 sessions over two weeks.

Teacher Plus (T+):

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. A Teacher Plus is required to work 24 sessions over two weeks with generally 23 being dedicated to timetabled sessions and 1 session for supervision duties.

Teacher/Activity Leader (TAL):

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 Sport/Activity Instructors to help organise

successful events and keep the students entertained. Teacher/Activity Leaders are required to work 23 sessions over two weeks with generally 22 being dedicated to timetabled sessions and 1 session for supervision duties.

Full Time Teacher (FTT):

This role is dedicated predominantly to teaching. Nevertheless, a Full Time Teacher will be required to make up their shifts by accompanying students on some activities or helping out with administrative jobs. They are required to work 23 sessions over two weeks with generally 22 being dedicated to timetabled sessions and 1 session for supervision duties.

Sport/Activity Co-ordinator (SAC) or Excursion/Activity Co-ordinator (EAC):

Working closely with the EAM, the main duties of these Co-ordinators include planning and implementing the activity programme. Motivation and enthusiasm are essential qualities as well as holding the necessary qualifications. Working 24 sessions per fortnight, 23 sessions will be timetabled with 1 being dedicated to supervision duties.

Sport/Activity Instructors (SAI) or Excursion/Activity Leaders (EAL):

They are crucial to the successful delivery of the sport 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 or Excursion/Activity Leader 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. Please note that EALs work in centres without sports facilities so are responsible for leading excursions and activities.

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 2018 are:

- University of Chester (Riverside and Parkgate Campuses)
- University of Chichester
- King's College London
- London Metropolitan University
- Manchester, Chetham's School
- Nantwich, Reaseheath College
- Reading, Queen Anne's School
- York, Bootham School
- York, St Peter'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

Please specify the role you are applying for, your three centre choices and how long you are available to work.

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. 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.
- Ensuring that all our staff and hosts are aware of and conversant with our Safeguarding Policy, that all staff are trained in this policy and that all staff (and hosts) are invited to complete an online course in **Safeguarding Basic Awareness** 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, harassment and extremism.

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

- Follow up on two references (written and verbal)
- 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/join-our-team/ and read what our staff say about working for us.

Thank you

The UKLC Team

Centres, Dates and Positions Available for Summer 2018

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

Nantwich, Reaseheath College	4 th July to 3 rd August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Sport and Activity Instructors
University of Chester	5 th July to 12 th August	Safeguarding and Welfare Co-ordinator, Homestay Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Sport and Activity Instructors
University of Chichester	29 th June to 12 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
Reading Queen Anne's School	6 th July to 19 th August	Safeguarding and Welfare Co-ordinator, Homestay Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
York, St Peter's School	7 th July to 6 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
York, Bootham School	7 th July to 6 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
Manchester, Chetham's School	9 th July to 8 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
King's College London	1 st July to 28 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Excursion and Activity Leaders
London Metropolitan University	27 th June – 10 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Excursion and Activity Leaders

UKLC Staff Wages Summer 2018 (gross salary per week)

Centre Manager	£520 + (negotiable depending on centre size and experience)		
Course Director	£490 + (negotiable depending on centre size and experience)		
Assistant Course Director	£440 + (negotiable depending on centre size and experience)		
Excursion and Activity Manager	£400 + (negotiable depending on centre size and experience)		
Safeguarding & Welfare Co-ordinator	£300 + (based on experience and depending on the size of the centre)		
	Newly Qualified (TEFLI, no experience)	12 months + experience	3 years + experience or TEFLQ
Teacher/Activity Leader	£340	£350	£365
Full Time Teacher	£385	£395	£410
Teacher Only	£210	£220	£235
Teacher Plus	n/a	n/a	£415
Sport /Activity Co-ordinator or Excursion/Activity Co-ordinator	£315 + (negotiable depending on centre size and experience)		
Sport and Activity Instructor or Excursion and Activity Leader	£240-290 (depending on experience)		
Homestay Co-ordinator	£290		

Holiday pay will be added to your final wage packet

For returning staff employed in the same role, there will be an additional £10 a week per year worked (up to a maximum of three years). If you return in a promoted position, base rate salaries apply.