

Job Description: Assistant Course Director

A management role which requires solid teaching, good administration skills and excellent people management

Reporting to the Course Director and Centre Manager.

The Assistant Course Director is responsible for helping to implement the didactic programme. This involves assisting with all academic administration and the management of the teaching team. The Assistant Course Director's main responsibilities are to ensure high standards in the classroom and to support the teachers.

Essential qualities and skills:

- ✓ RSA DELTA, Trinity Diploma, PGCE in TESOL/TEFL or post graduate course in TEFL/TESOL (inc. 6 hrs teaching practice)
- ✓ At least two years full-time EFL experience
- ✓ Educated to degree level
- ✓ Proven leadership ability
- ✓ Excellent communication and motivational skills
- ✓ A desire to work with young people from different cultures
- ✓ Adaptability and flexibility

Desirable qualities and skills:

- ✓ Knowledge of the local area
- ✓ Previous experience of summer schools or working with young people
- ✓ Creative ideas
- ✓ Willingness to learn and adopt new teaching methods
- ✓ Previous experience in a management or supervisory role

Duties:

- ✓ To be part of the on-site management team and work with the Course Director, Centre Manager and Excursion and Activity Manager, including being part of a rota of overnight duty manager care
- ✓ Comply with the Course Director handbook and to be familiar with the teacher handbook
- ✓ Responsible for ensuring that the Operations and Safeguarding Handbook is adhered to by teaching staff and that good standards of Health and Safety are maintained at all times.
- ✓ Support the Course Director and Centre Manager in the preparation, running and close-down of the centre
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy
- ✓ Assist the Course Director and Centre Manager with the staff induction and the meeting and greeting of new groups
- ✓ Ensure that all course materials are in place for the start of the course
- ✓ Test students and place them in classes appropriate to their level, age and learning needs
- ✓ Take responsibility for maintaining a high standard of teaching at all times
- ✓ Provide support, advice and guidance to the teaching staff, especially newly qualified staff
- ✓ Feedback regularly to your Course Director, Centre Manager and Senior Management Team
- ✓ Complete exit feedback at the end of your contract
- ✓ Help monitor class size and ensure appropriate staffing levels are maintained
- ✓ Deal quickly and effectively with student and group leader academic queries
- ✓ Help to timetable classes
- ✓ Teach at least three sessions a week should the need arise. If more than three sessions are required, they will be remunerated accordingly
- ✓ Maintain academic records and procedures as outlined in the handbook
- ✓ Help manage and be responsible for all academic materials and equipment
- ✓ Help provide training for staff and group leaders
- ✓ Work with the Course Director, Centre Manager and Excursions and Activity Manager and Teacher + (where appropriate) to ensure the integration of the teaching and activity programmes
- ✓ Liaise with the Course Director, Centre Manager and Excursions and Activity Manager in the organisation of the staff rota
- ✓ Help to ensure the academic programme complies with the British Council guidelines
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Assist in organising Trinity exams if applicable
- ✓ Write (in conjunction with the Course Director and Centre Manager) brief staff appraisals for all teachers
- ✓ Submit a summary report at the end of the course
- ✓ Ensure a smooth shut down procedure at the end of the course and return of all materials
- ✓ Maintain the good name and reputation of UKLC at all times

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

Weekly salary is £450. All salaries are paid monthly in arrears.

Full board accommodation is provided in return for full residential support and some supervision duties; these will be in the form of mealtime duty and lights-out duty which will be on a rota basis.