

### Job Description: **Course Director**

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

Reporting to the Centre Manager and Senior Leadership Team

The Course Director is responsible for implementing the didactic programme. This involves all academic administration and the management of the teaching team. The 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 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 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 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
- ✓ Hold regular teacher meetings
- ✓ Observe and give constructive feedback to every teacher
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team
- ✓ Complete exit feedback at the end of your contract
- ✓ Monitor class size and ensure appropriate staffing levels are maintained
- ✓ Deal quickly and effectively with student and group leader academic queries
- ✓ 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
- ✓ Manage and be responsible for all academic materials and equipment
- ✓ Provide training for staff and group leaders
- ✓ Work with the Excursions and Activity Manager and Teacher + (where appropriate) to ensure the integration of the teaching and activity programmes
- ✓ Liaise with the Centre Manager and Excursions and Activity Manager in the organisation of the staff rota
- ✓ Ensure the academic programme complies with the British Council guidelines
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Organise Trinity exams if applicable
- ✓ Write (in conjunction with the 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 range is from £520+. 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.**