

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.

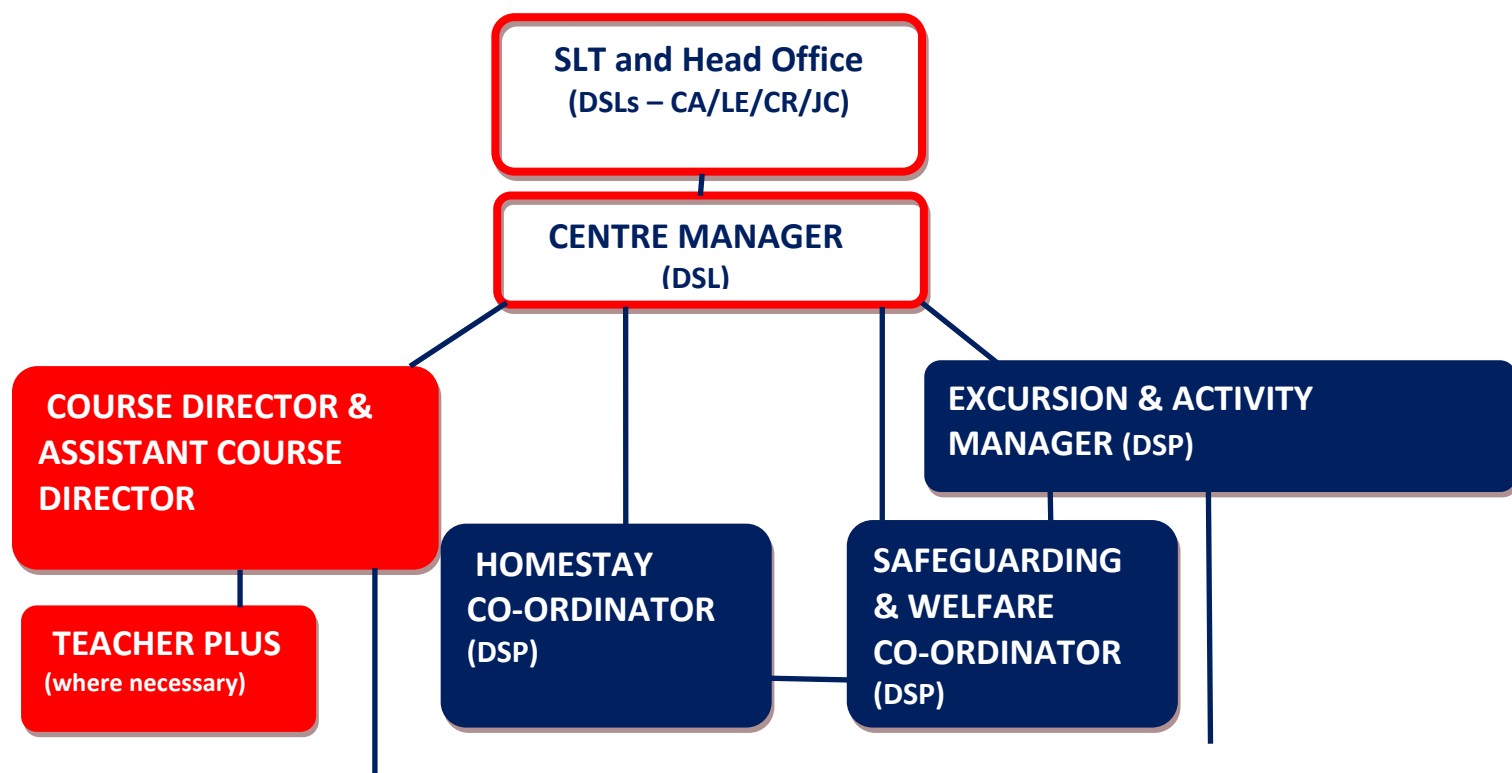
We are accredited and monitored by the British Council to ensure that we meet the highest standards within the following areas:

- ★ Management
- ★ Premises and Resources
- ★ Teaching and Learning
- ★ Welfare and Student Services
- ★ Safeguarding 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 courses. There is a clearly defined management structure to aid the team's success



**TEACHER / ACTIVITY
LEADERS &
FULL TIME TEACHERS**

**SPORTS/EXCURSION CO-
ORDINATOR & SPORTS/ACTIVITY
INSTRUCTORS,
EXCURSION/ACTIVITY CO-
ORDINATOR AND
EXCURSION/ACTIVITY LEADERS**

*DSL – Designated Safeguarding Lead

*DSP – Designated Safeguarding Person

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 a 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 Leadership Team (SLT). The Centre Manager has overall responsibility for Safeguarding at the centre and will be trained to Level 2 in Child Protection.

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 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.

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 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. The Excursion and Activity Manager will have some responsibility for Safeguarding at the centre and will be trained to Level 2 in Child Protection.

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



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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. The Safeguarding and Welfare Coordinator will be trained to Level 2 in Child Protection.

Homestay Co-ordinator (HSC):

The Homestay Co-ordinator liaises with the host families and Centre Management 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 and that they have no problems as well as being the point of contact for group leaders and home stay families. A good knowledge of the area is essential.

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 22 sessions over two weeks. Staff will be asked to supervise meal times from time to time.

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 Sports/Activity Instructors to help organise successful events and keep the students entertained. Teacher/Activity Leaders are required to work 22 sessions over two weeks. Staff will be asked to supervise meal times from time to time.

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 22 sessions over two weeks. Staff will be asked to supervise meal times from time to time.

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 22 sessions per fortnight. Staff will be asked to supervise meal times from time to time.

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

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 or Excursion/Activity Leader is required to work 22 sessions per fortnight. Staff will be asked to supervise meal times from time to time. 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 three and a half hours hours), an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two or three sessions depending on



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duration). Airport transfers may be considered as one or two sessions depending on the duration. All sessions will be worked out by the Centre Manager in a fair and equal manner.

Please note that alongside our multi-activity programme, we also run English Plus courses where the students can choose one of the following specialisms: drama, dance, football, life skills, media and intensive English. If you are interested in or have a flair for any of these, do let us know when you get in touch.

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 2022 are:

University of London Queen Mary
London King's College
University of Chichester
Nantwich Reaseheath College
Bristol Badminton School
University of Chester Parkgate
York Bootham School
York St Peter's School
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

Please email an up-to-date copy of your CV to recruitment@uklc.org and state the role you are interested in. If you hold the relevant qualifications, we will ask you to complete an application form.

We will then contact applicants with whom we would like to arrange interviews. This normally takes place within 2-4 weeks of your initial application. 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-British citizens are considered as long as they have the appropriate working permits.

Teaching staff must be native speakers or near-native.

Safeguarding / Child Protection Statement:

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

The way we ensure this is by:

- Operating a rigorous recruitment process and thoroughly vetting all applicants (Appendix 19 **Recruitment policy**).
- Having a clear Safeguarding Policy (this document) 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.



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- Ensuring that all members of our team, accompanying group leaders and subcontractors (e.g. homestay providers) are aware of and conversant with the relevant areas of our Safeguarding Policy, that all team members are trained in it (see induction procedures) and that all team members are invited to complete an online **Safeguarding In Language Centres** course and submit the certificate to head office. We also ensure that all team members and group leaders agree to adhere to the Code of Conduct for Adults (Appendix 7).
- Having an awareness of all mental health issues that the young people in our care could face and ensuring that all management teams complete an online [Child Mental Health Awareness](#) training.
- Having a clear Behaviour Policy in place and procedures to ensure that our centres are free from discrimination, racism, bullying, harassment and extremism (see Behaviour Policy).
- Having an EDI (Equality, Diversity and Inclusion) policy that helps us to foster an environment of mutual trust, respect and understanding whether it be with the people we employ, the companies and countries we work with or the students we host (page 7)
- Reviewing and updating all policies in this document on a regular basis and responding to feedback and suggestions from all areas of the business.

* <https://accreditation-uk.english.britishcouncil.org/>

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

- Follow up on two references (written and verbal). Where possible, one reference should apply to regulated activity with under 18s
- 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.
- Ask you to provide an overseas Police check if you have lived abroad for more than six months in the last five years.

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, <https://www.uklanguagecourses.com/> and click on JOBS then TESTIMONIALS to hear what staff have to say about us.

Thank you

The UKLC Team

Centres, Dates and Positions Available for Summer 2022

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

University of London Queen Mary	19 th June – 7 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Excursion and Activity Leaders
Bristol Badminton School	3 rd July – 31 st August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Sport and Activity Instructors
University of Chester Parkgate Road Campus	3 rd July – 14 th August	Safeguarding and Welfare Co-ordinator, Homestay Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Sport and Activity Instructors
University of Chichester	3 rd July – 31 st July	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
King's College London	4 th July – 26 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Excursion and Activity Leaders
Nantwich Reaseheath College	8 th July – 5 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Full Time Teachers, Sport and Activity Instructors
Reading Queen Anne's School	10 th July – 7 th August	Safeguarding and Welfare Co-ordinator, Homestay Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
York Bootham School	11 th July – 8 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors
York St Peter's School	11 th July – 8 th August	Safeguarding and Welfare Co-ordinator, Teacher/Activity Leaders, Sport and Activity Instructors



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UKLC Staff Wages Summer 2022 (gross salary per week)

Centre Manager	£600		
Course Director	£520+		
Assistant Course Director	£410		
Excursions and Activity Manager	£520+		
Safeguarding & Welfare Co-ordinator	£400		
	Newly Qualified (TEFLI, no experience)	12 months + experience	3 years + experience or TEFLQ
Teacher/Activity Leader	£360	£370	£385
Full Time Teacher	£390	£400	£415
Teacher Only	£230	£240	£255
Teacher Plus	n/a	n/a	£430
Sports /Activities Co-ordinator or Excursion/Activities Co-ordinator	£330+		
Sports and Activity Instructor or Excursion and Activity Leader	£300-£350 (depending on experience)		
Homestay Co-ordinator	£340		

The above salaries are for residential staff and full-board accommodation is provided. Non-residential positions are available upon request. 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 in the same role). If you return in a promoted position, base rate salaries apply.