

Assistant Course Director

Job Description 2024



To apply, please complete the application form [here!](#)

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.

Person Specification		
Reporting to: Course Director and Centre Manager		
	Essential	Desirable
Experience	<ul style="list-style-type: none">✓ At least two years full-time EFL experience✓ Proven leadership ability	<ul style="list-style-type: none">✓ Previous experience of summer schools or working with young people✓ Previous experience in a management or supervisory role
Skills and Knowledge	<ul style="list-style-type: none">✓ Competent with Excel	<ul style="list-style-type: none">✓ Knowledge of the local area✓ Creative ideas
Qualifications	<ul style="list-style-type: none">✓ Trinity Diploma, PGCE in TESOL/TEFL or post graduate course in TEFL/TESOL (inc. 6 hrs teaching practice)✓ Educated to degree level	
Personal Qualities	<ul style="list-style-type: none">✓ Excellent communication and motivational skills✓ A desire to work with young people from different cultures✓ Adaptability and flexibility	<ul style="list-style-type: none">✓ Willingness to learn and adopt new teaching methods
Legal requirements	<ul style="list-style-type: none">✓ Full right to work in the UK	
Safer Recruitment Checks	<ul style="list-style-type: none">✓ Minimum of 2 reference checks✓ Enhanced DBS Check✓ Overseas Police Check (if applicable)	

Salary and Benefits
<ul style="list-style-type: none">✓ Full-board accommodation is provided at no additional cost to you.✓ Holiday pay will be added to your final pay packet.✓ All salaries are paid monthly in arrears.✓ Weekly salary is £540.

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Responsibilities

Pre- Course:

- ✓ To read and comply with the Course Director Handbook and be familiar with the Teacher Handbook.
- ✓ To attend the pre-summer online training.
- ✓ To attend the pre-summer Management Training

During the Course:

- ✓ 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.
- ✓ Responsible for ensuring that the Operations and Safeguarding Handbook is adhered to by the teaching team and that good standards of Health and Safety are maintained at all times.
- ✓ Help monitor class size and ensure appropriate staffing levels are maintained.
- ✓ Support the Course Director in the preparation and running 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 team 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 team, especially newly qualified team members.
- ✓ Feedback regularly to your Course Director, Centre Manager and Senior Leadership Team.
- ✓ Deal quickly and effectively with student and group leader academic queries.
- ✓ Help to timetable classes.
- ✓ Teach once a day on teaching days.
- ✓ Maintain academic records and procedures as outlined in the handbook.
- ✓ Manage and be responsible for all academic materials and equipment.
- ✓ Support the Course Director with providing training for the team and group leaders.
- ✓ Work with the centre management team to ensure the integration of the teaching and activity programmes.
- ✓ Minute all regular teacher meetings.
- ✓ Help the Course Director with observations and feedback.
- ✓ Help to ensure the academic programme complies with the British Council guidelines.
- ✓ Work with all the team and group leaders to maintain team and student discipline.
- ✓ Assist in organising Trinity exams if applicable.
- ✓ Maintain the good name and reputation of UKLC at all times.

Post – Course:

- ✓ Complete exit feedback at the end of your contract.
- ✓ Write (in conjunction with the Course Director and Centre Manager) brief team 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 all materials.

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Centres Available for Assistant Course Directors

You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.

Summer Centres	Centre Dates	Link
Chester University	30th June - 11th August 2024	<u>University of Chester</u>
Reaseheath College, Nantwich	5th July - 2nd August 2024	<u>Reaseheath College</u>
Queen Mary University of London	16th June - 11th August 2024	<u>Queen Mary University</u>

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.