

Course Director

Job Description 2024

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

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.

Person Specification		
Reporting to: Centre Manager and Senior Leadership Team		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> ✓ At least two years full-time EFL experience ✓ Educated to degree level ✓ 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"> ✓ Excellent communication and motivational skills. ✓ Competent with Excel 	<ul style="list-style-type: none"> ✓ Knowledge of the local area
Qualifications	<ul style="list-style-type: none"> ✓ RSA DELTA, Trinity Diploma, PGCE in TESOL/TEFL or post graduate course in TEFL/TESOL (inc. 6 hrs teaching practice) 	
Personal Qualities	<ul style="list-style-type: none"> ✓ Adaptability and flexibility ✓ A desire to work with young people from different cultures 	<ul style="list-style-type: none"> ✓ Creative ideas ✓ 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 from £550.

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Responsibilities

Pre- Course:

- ✓ 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.
- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.
- ✓ Ensure that everything is in place for a successful start to the course (this involves spending a few days prior to the arrival of the students organising and preparing the centre and attending any management inductions).
- ✓ Comply with the Course Director handbook and to be familiar with the Teacher Handbook.
- ✓ Support the Centre Manager in the preparation of the centre.
- ✓ Ensure that all course materials are in place for the start of the course.

During the Course:

- ✓ 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).
- ✓ 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 the team and group leaders.
- ✓ Work with the Excursions and Activity Manager and Assistant Course Director (where appropriate) to ensure the integration of the teaching and activity programmes.
- ✓ 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.
- ✓ Hold regular teacher meetings.
- ✓ Observe and give constructive feedback to every teacher.
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy..
- ✓ Assist the Centre Manager with the team induction and the meeting and greeting of new groups.
- ✓ Liaise with the Centre Manager and Excursions and Activity Manager in the organisation of the team rota.
- ✓ Ensure the academic programme complies with the British Council guidelines.
- ✓ Work with all the team and group leaders to maintain team and student discipline.
- ✓ Organise Trinity exams if applicable.
- ✓ Maintain the good name and reputation of UKLC at all times.

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Testimonials of Former Course Directors

2023 was my second summer as Course Director with UKLC, and I would never ever swap my role with anything else because I enjoy it so much! I like being responsible for the academic side of management, and it was very satisfying when the teaching team said that I was supportive and inspiring, because I took this duty very much to heart. However, the best part of working with UKLC is that you might meet people that will become your best friends, no matter where we are in the world, we always keep in touch like a real family.

Alessia, Summer 2023

Working at UKLC was an incredibly rewarding experience where I got to see students not only come and improve their English but also grow in confidence as people right in front of my eyes. The team atmosphere was also amazing, with everyone pulling together in the same direction to make it an unforgettable time. Perhaps the best thing about this summer was seeing the smiles on the students' faces, and also the tears, at the end of it all. The emotions were a testament to the bonds made throughout. Memories were made, friendships were forged, and ultimately it was an enriching experience that meant a lot to everybody!

Amandeep, Summer 2023

I had the pleasure of working at UKLC this past summer, and it was an incredible experience. From the moment I joined the team, I felt like I was part of a tight-knit and supportive community that shared a common goal: providing an exceptional summer program for our students. The teamwork and camaraderie among the staff were exceptional. We collaborated seamlessly to ensure that the summer school ran smoothly. The support and guidance from my colleagues and management team were invaluable, and I was constantly learning and growing in my role. If you're looking for a rewarding and supportive work environment where you can make a real difference in students' lives, gain valuable experience, and meet extraordinary people, this is the place to be. Thank you to the entire team for an unforgettable summer and a truly enriching work experience.

Adriana, Summer 2023

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Centres Available for 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
Clifton College, Bristol	7th July - 18th August 2024	Clifton College
Dean Close School, Cheltenham	3rd July - 31st July 2024	Dean Close School
Chester University	30th June - 11th August 2024	University of Chester
Chichester University	1st July - 29th July 2024	University of Chichester
King's College, London – Waterloo Campus	1st July - 26th August 2024	King's College London
Reaseheath College, Nantwich	5th July - 2nd August 2024	Reaseheath College
Queen Mary University of London	16th June - 11th August 2024	Queen Mary University
UCFB, Wembley	1st July - 26th August 2024	UCFB Wembley
Queen Anne's School, Reading	7th July - 4th August 2024	Queen Anne's School
Bootham School, York	8th July - 5th August 2024	Bootham School

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.