

## 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, students, and teams 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, Ukraine and Russia.

In order to ensure each child has a fantastic time, we recruit an enthusiastic team of people who are responsible for the smooth running of the courses. There is a clearly defined management structure to aid the team's success.

## Our Centres

UKLC offer a choice of ten 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 2024 are:

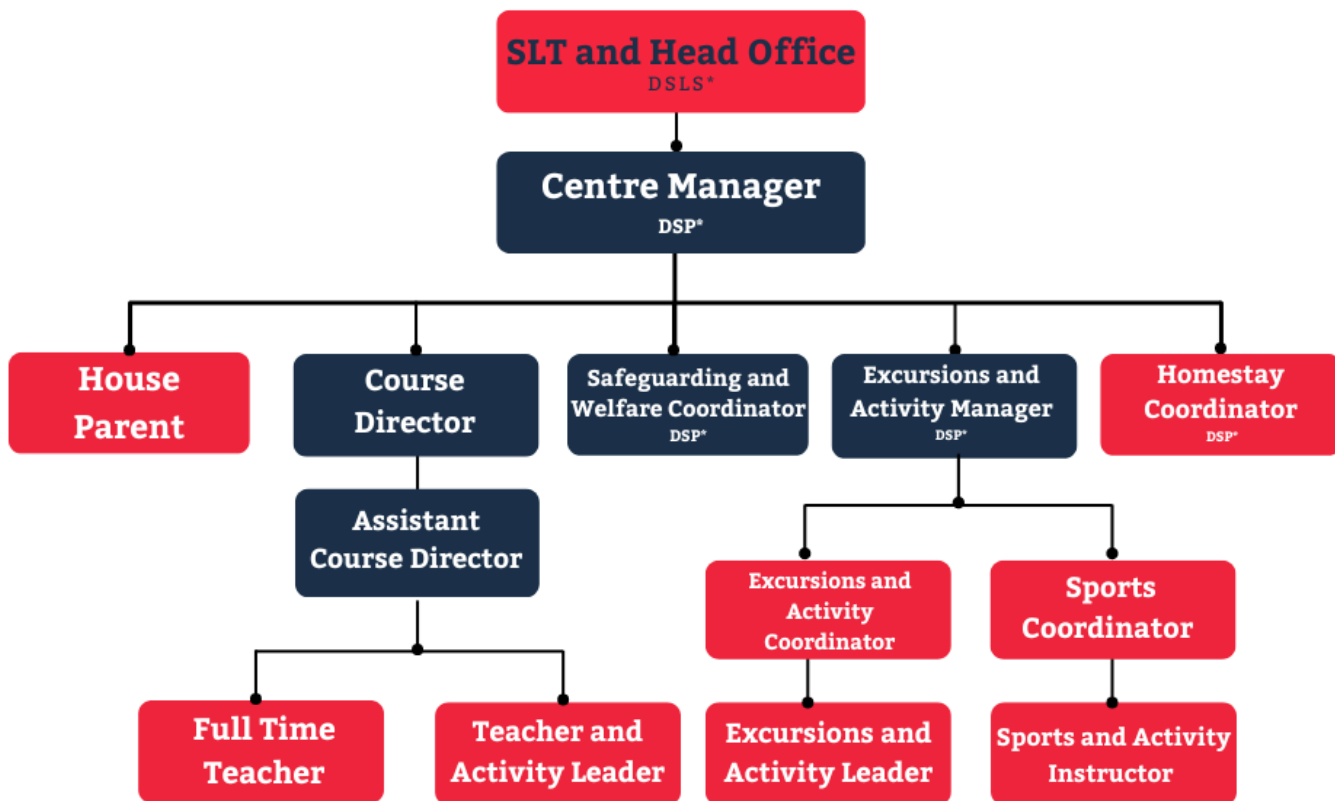
- ✓ University of London Queen Mary
- ✓ University of Chester Parkgate Road Campus
- ✓ King's College London
- ✓ UCFB Wembley
- ✓ Cheltenham Dean Close School
- ✓ Nantwich Reaseheath College
- ✓ Reading Queen Anne's School
- ✓ York Bootham School
- ✓ Bristol Clifton College

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.

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\*DSL – Designated Safeguarding Leads: Celine Aloe, Jamie Brailsford, Laura Evans and Carolyn Rennoldson.

\*DSP – Designated Safeguarding Person

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2024 Summer Roles	Available Centres
<b>Centre Manager (CM):</b>	
<p>They have overall responsibility for the centre, the team 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.</p>	<p>✓ All Centres</p>
<b>Assistant Centre Manager (ACM)</b>	
<p>Supporting the Centre Manager, they are also responsible for ensuring the smooth running of the course. In the absence of the Centre Manager they would take on overall responsibility for the centre, the students and the team.</p>	<p>✓ University of Chester ✓ London Queen Mary's University</p>
<b>Course Director (CD):</b>	
<p>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.</p>	<p>✓ All Centres</p>
<b>Assistant Course Director (ACD)</b>	
<p>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.</p>	<p>✓ University of Chester ✓ London Queen Mary's University</p>

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## 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 people. 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.

✓ All Centres

## 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 the team, Group Leaders and students understand and adhere to the UKLC Safeguarding Policy and Child Protection Policy as referred to in the Operating and 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 or 3 in Child Protection.

✓ All Centres

## 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.
- 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.

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.

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## 2024 Centres and Dates

For management positions, please contact us directly to see what is available. We have a large number of returning team members in these roles 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.

Centre	2024 Dates
University of London Queen Mary	16th June - 25th August 2024
University of Chester Parkgate Road Campus	30th June - 11th August 2024
Clifton College, Bristol	7th July - 18th August 2024
UCFB Wembley	15th July - 26th August 2024
Cheltenham Dean Close School	3rd July - 31st July 2024
Nantwich Reaseheath College	5th July - 2nd August 2024
Reading Queen Anne's School	7th July - 4th August 2024
York Bootham School	8th July - 5th August 2024
King's College, London – Waterloo Campus	1st July - 26th August 2024

## 2024 Wages

\*Weekly Gross Salary.

*Full-board accommodation is provided at no additional cost to you. Non-residential positions are available upon request. Holiday pay will be added to your final wage packet.*

Centre Manager	From £690
Assistant Centre Manager	From £575
Course Director	From £575
Assistant Course Director	£540
Excursions and Activity Manager	£690
Assistant Excursion and Activity Manager	From £575
Safeguarding and Welfare Coordinator	£520

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## How To Proceed With Your Application

1	You can view the full job descriptions for each of our upcoming opportunities <a href="#">here</a> .
2	Complete your application form and upload your CV on our careers platform. <b>Apply Here!</b> ( <a href="https://recruiterflow.com/2024uklc/team/jobs">https://recruiterflow.com/2024uklc/team/jobs</a> )
3	If you hold the relevant qualifications, 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.
✓	All team members must be able to prove they have the right to work in the UK
✓	Teaching team members must be native speakers or near-native.

If you have any questions at all, please feel free to email and ask us. We are a friendly bunch!

Thank you,

**The UKLC Team**