



## Course Director

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As a Course Director, you will lead the academic programme, overseeing all the teaching team and ensuring high standards in the classroom. You will be responsible for academic administration, teacher support, and creating a collaborative environment where both the team and students can thrive.

## Job Description

**Contract Type:** Fixed Term

**Reporting to:** Centre Manager and the Senior Leadership Team

**Opportunity for Progression:** Centre Manager

### Pre-Summer Preparation

- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ 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).
- ✓ Support the Centre Manager in the preparation of the centre.

### Summer Management and Delivery

- ✓ Ensure that all course materials are in place for the start of 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.
- ✓ 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.
- ✓ 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.
- ✓ Observe and give constructive feedback to every teacher.
- ✓ Assist the Centre Manager with the team induction and the meeting and greeting of new groups.
- ✓ 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.

### **Feedback, Communication and Administration**

- ✓ Timetable classes.
- ✓ Hold regular teacher meetings.
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team.
- ✓ Work with the Excursion and Activity Manager and Assistant Course Director (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 team rota.
- ✓ Write (in conjunction with the Management Team) brief appraisals for all team members.
- ✓ Support the Centre Manager in the close-down of the centre, ensuring a smooth shut down procedure at the end of the course and return of all materials.
- ✓ Submit a summary report at the end of the course.
- ✓ Complete exit feedback at the end of your contract.

### **Safeguarding and Professionalism**

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Ensure 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.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.
- ✓ Comply with the Course Director handbook and be familiar with the Teacher Handbook.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.
- ✓ Maintain the good name and reputation of UKLC at all times.



### **Working Hours**

Course Directors will work up to 50 hours a week based on a six-day working week.

### **Salary and Benefits**

- ✓ All salaries are paid monthly in arrears.
  - ✓ Weekly salary (including holiday pay) is £756.47.
  - ✓ Holiday pay will be added at the end of contract.
  - ✓ Full-board accommodation is provided.
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- ✓ Assistant Course Director positions are available at some centres, with a salary of £560.35 (including holiday pay) a week based on 42.5 hours across a six-day working week. Please contact us for more information.



## Person Specification

- ✓ Essential
- Desirable

### Experience

- ✓ At least two years full-time EFL experience.
- ✓ Educated to degree level.
- ✓ Proven leadership ability.
- Previous experience in a management or supervisory role.
- Previous experience of summer schools or working with young people.

### Qualifications

- ✓ RSA DELTA, Trinity Diploma, PGCE in TESOL/TEFL or post graduate course in TEFL/TESOL (inc. 6 hrs teaching practice).

### Skills and Knowledge

- ✓ Excellent communication and motivational skills.
- ✓ Competent with Excel.
- Knowledge of the local area.

### Personal Qualities

- ✓ A desire to work with young people from different cultures.
- ✓ Adaptability and flexibility.
- Willingness to learn and adopt new teaching methods.
- Creative ideas.

### Legal Requirements

- ✓ Full right to work in the UK.

### Safer Recruitment Checks

- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



## Available Centres

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

-  King's College, London (30<sup>th</sup> June – 25<sup>th</sup> August 2025)
-  Queen Mary University London (22<sup>nd</sup> June – 24<sup>th</sup> August 2025)
-  Clifton College, Bristol (8<sup>th</sup> July – 19<sup>th</sup> August 2025)
-  Dean Close School, Cheltenham (2<sup>nd</sup> July – 13<sup>th</sup> August 2025)
-  Queenswood School, Hatfield (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  Queen Anne's School, Reading (6<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Chetham's School, Manchester (6<sup>th</sup> July – 3<sup>rd</sup> August 2025)
-  Reaseheath College, Nantwich (4<sup>th</sup> July – 1<sup>st</sup> August 2025)
-  University of Portsmouth (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  St Swithun's School, Winchester (13<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Bootham School, York (7<sup>th</sup> July – 4<sup>th</sup> August 2025)

### Join Us!

As a Course Director at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

**Ready to inspire? [Click here to apply!](#)**

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.

