

## 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 8-17 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 an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.
- Attend the pre-summer Management Training.
- Ensure that your centre and team are fully prepared for the start of the course. This will involve spending a few days prior to the students' arrival organising and prepping 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 Course Director (including being part of a rota of overnight duty manager care which involves having the duty phone).
- 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, you will be remunerated accordingly.
- Maintain academic records and procedures as outlined on AirManual.
- 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.
- In conjunction with the Centre Manager and Excursion and Activity Manager, write team reviews for all of your team.
- Support the Centre Manager with the shutdown of the centre.
- 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.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Complete the Child Mental Health online training courses.
- 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.
- Act as a positive role model, promoting UKLC's values 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

- This is a residential role. Full-board accommodation is provided. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Weekly salary (including holiday pay) of £767.68.
- Holiday pay is added to final pay packet.

Assistant Course Director positions based on 40 hours per week over a six-day working week are available at some centres, with a weekly salary of £616.39 including holiday pay. Please contact us for more information.

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.

| Person Specification        | Essential  | Desirable  |
|-----------------------------|--|--|
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• At least two years full-time EFL experience.</li> <li>• Educated to degree level.</li> <li>• Proven leadership ability.</li> </ul>        | <ul style="list-style-type: none"> <li>• Previous experience in a management or supervisory role.</li> <li>• Previous experience of summer schools or working with young people.</li> </ul>  |
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• RSA DELTA, Trinity Diploma, PGCE in TESOL/TEFL or post graduate course in TEFL/TESOL (inc. 6 hrs teaching practice).</li> </ul>           |  |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent communication and motivational skills.</li> <li>• Confident use of basic Microsoft Office Products especially Excel.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of the local area.</li> <li>• Able to utilise different online tools and search engines effectively.</li> <li>• Able to confidently use filters and formulas in Excel.</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• A desire to work with young people from different cultures.</li> <li>• Adaptability and flexibility.</li> </ul>                           | <ul style="list-style-type: none"> <li>• Willingness to learn and adopt new teaching methods.</li> <li>• Creative ideas.</li> </ul>  |

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| <b>Legal requirements</b>       | <ul style="list-style-type: none"> <li>• Full right to work in the UK.</li> </ul>   |  |
| <b>Safer Recruitment Checks</b> | <ul style="list-style-type: none"> <li>• Minimum of 2 reference checks.</li> <li>• Enhanced DBS Check.</li> <li>• Overseas Police Check (if applicable).</li> <li>• Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.</li> <li>• We will seek to run Prohibited List Checks (if applicable)</li> </ul> |  |

## Available Centres

You will need to attend management training prior to the start of your contract.

Specific dates and times will be set closer to the time.

| Location   | Centre  | Start Date            | End Date                |
|------------|---|-----------------------|-------------------------|
| Bristol    | <a href="#"><u>Clifton College</u></a>                  | 7 <sup>th</sup> July  | 18 <sup>th</sup> August |
| Cheltenham | <a href="#"><u>Dean Close School</u></a>                | 8 <sup>th</sup> July  | 19 <sup>th</sup> August |
| Crewe      | <a href="#"><u>Cheshire Campus</u></a>                  | 14 <sup>th</sup> June | 9 <sup>th</sup> August  |
| Hatfield   | <a href="#"><u>Queenswood School</u></a>                | 6 <sup>th</sup> July  | 3 <sup>rd</sup> August  |
| London     | <a href="#"><u>King's College (Waterloo Campus)</u></a> | 6 <sup>th</sup> July  | 31 <sup>st</sup> August |
| London     | <a href="#"><u>Queen Mary University London</u></a>     | 21 <sup>st</sup> June | 23 <sup>rd</sup> August |
| Manchester | <a href="#"><u>Chetham's School</u></a>                 | 6 <sup>th</sup> July  | 3 <sup>rd</sup> August  |
| Nantwich   | <a href="#"><u>Reaseheath College</u></a>               | 3 <sup>rd</sup> July  | 31 <sup>st</sup> July   |
| Portsmouth | <a href="#"><u>University of Portsmouth</u></a>         | 1 <sup>st</sup> July  | 29 <sup>th</sup> July   |
| Reading    | <a href="#"><u>Queen Anne's School</u></a>              | 5 <sup>th</sup> July  | 9 <sup>th</sup> August  |
| Winchester | <a href="#"><u>St Swithun's School</u></a>              | 13 <sup>th</sup> July | 10 <sup>th</sup> August |
| York       | <a href="#"><u>Bootham School</u></a>                   | 5 <sup>th</sup> July  | 2 <sup>nd</sup> August  |

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer with UKLC is like from some of our previous summer teams!