

UKLC

Educate · Inspire · Enrich

Working with Us Handbook 2026

Welcome to UKLC!

Welcome to UKLC! We are not just about delivering language programmes; we are about creating unforgettable experiences for young people from around the world.

Our story began over 25 years ago with a commitment to quality, personal service, and making every summer truly exceptional - for our students and our team. Our success is demonstrated by the high demand we have for our courses and also the agents, students, and teams who return each year.

Every year, thousands of students from Italy, France, Spain, Ukraine, Argentina, Turkey, the MENA region, Japan, China and beyond join us at our incredible centres across the UK. These aren't just courses - they're journeys of growth, learning, and making friends for life. And behind it all? An enthusiastic, dedicated team that makes it all happen.

A Message from Celine, CEO of the UKLC Education Group

Welcome to UKLC – and thank you for applying to join our team!

We're delighted that you're considering becoming part of UKLC. Every summer, we welcome thousands of young people from around the world, and what makes their experience unforgettable isn't just the activities, the lessons, or the locations, it's the people who bring our programmes to life.

That's where you come in.



At UKLC, we believe that great experiences start with great people. We are a community built on care, respect, and a genuine passion for helping young learners grow. Whether you're teaching, leading activities, supporting operations, or helping to run a centre, your role is important. You play a part in creating a safe and fun environment for our students to learn, explore, and thrive.

Working a summer with UKLC is exciting, challenging, and incredibly rewarding. You'll make friends, discover strengths you didn't know you had, and make a real difference to the lives of the students you encounter. The most important thing is that you won't do it alone, our teams look out for each other, celebrate successes together, and uphold the values that make UKLC such a special place to work.

This handbook will give you an insight into who we are, what we stand for, and what you can expect when you join us. We hope it helps you feel welcomed, informed, and inspired. Thank you again for applying. We look forward to getting to know you and hopefully welcoming you to the UKLC family this summer.

2001

Céline started MJA Language with 4 centres in the north of England

2006

Became British Council accredited.

2011

We became UK Language Courses (UKLC).

2012

Joined English UK.

2015

The first ministay programmes started in Chester.

2020-21

Free teacher training courses and boarding camps to support educators and students.

2022

Joined Quality English.

2023

Opened our first centre designed for individuals and small groups.
We acquired Linguastay.

2024

Grew the UKLC group further by forming a strategic alliance with the Irish language school ATC.

2025

5 new centres added to our collection.

2026

Academic Programme Update We move beyond “let’s learn English” and embrace a fresh approach — “let’s use English to explore, discover and learn something bigger.”

Why Work With Us?

At UKLC, we believe working with us should be as rewarding for you as it is for the students.

- ✓ Over 25 years of experience in the ELT market.
- ✓ Well known junior course provider.
- ✓ Independent, owner-led company built on long running and trusted relationships.
- ✓ Knowledgeable and dedicated head office team with valuable on-site experience.
- ✓ Work at prestigious universities and boarding schools in towns and cities across the UK.
- ✓ Access to a range of facilities at site.
- ✓ Full-board accommodation available at no additional cost to you.
- ✓ Future growth opportunities for returning team members.

Here's what makes us different:

People First: We're all about creating a supportive, inclusive culture where everyone can shine. You'll be part of a close-knit team that celebrates strengths and embraces differences.

Make a Difference: Your role here matters. Whether you're teaching, leading activities, or leading a team, you're helping shape a memorable experience for students.

Grow With Us: We're committed to your growth. From comprehensive training to real opportunities to advance, we want you to leave your mark and also learn something new along the way.

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 Summer Senior Leadership Team is on hand 7 days a week, 24 hours a day to help with any questions or concerns you may have. Or even if you just fancy a chat! They visit our centres on a regular basis and are only a phone call away should the need arise. There will always be a Designated Safeguarding Lead available whatever time of the day or night.

Our Values

Our aims are simple: to Educate, Inspire and Enrich future generations.

Educate

Our objective is to enable students of all abilities to improve their English in a safe, relaxed and comfortable environment. English lessons are carefully constructed and developed by our academic team

Inspire

Our friendly and enthusiastic team works hard to ensure that students, group leaders and partners have an unforgettable experience with us. Our entire team aspire to deliver excellence to inspire our students to learn and succeed.

Enrich

Our centres are located in vibrant cities and charming towns that students explore and enjoy during their stay. Students learn about British culture, develop their language skills and increase their confidence as part of the immersive experience.



What Roles Are Available?

We offer a variety of roles to suit your skills, experience, and passion. These are all shown on the organogram at the end of this handbook. Here's a breakdown of what you could do with us:

Centre Manager

You will have overall responsibility for the centre, leading the team, ensuring the smooth running of the programme, and solving problems quickly and effectively. You'll be on-site 24/7 (with a day off each week) and supported by the Summer Senior Leadership Team. Experience in summer camps is a big plus, and training in safeguarding is provided.

"This was my second year as a centre manager with UKLC and once again I enjoyed the experience, which was fun and rewarding."

– Elena, Summer 2025.

Centre Manager Office Administrator (Available at selected centres)

You will work closely with the Centre Manager to ensure smooth day-to-day operations by handling administrative tasks in the office. While your primary responsibility is assisting the Centre Manager, you may also provide administrative support to other members of the management team when needed.

Course Director

Focused on academics, you will ensure high standards in the classroom by supporting and leading the teaching team. From academic admin to stepping in during activities, your leadership ensures the success of the educational programme. You'll also step in as a site lead when the Centre Manager is unavailable.

"Working with UKLC this summer was engaging, rewarding and inspiring."

– Nevra, Summer 2025

Assistant Course Director (Available at selected centres)

You will work alongside the Course Director to implement the academic programme, support the teaching team and deliver in the classroom. In their absence, you will step in to ensure everything runs seamlessly.

Excursion and Activity Manager

Are you a creative organiser? In this role, you will oversee the sports, activities, and excursions, ensuring they're fun, safe, and engaging. You'll also step in as a site lead when the Centre Manager is unavailable.

Safeguarding and Welfare Coordinator

You will be the champion of student safety and wellbeing, ensuring our safeguarding policies are followed, and providing support to the team, students, and group leaders. You will also gather feedback to help us improve.

"This was my first time working with UKLC, and it was an amazing experience!"

- Maya, Summer 2025

House Parent

As a House Parent, you are responsible for the pastoral care of the individual students we have in just a few of our centres. Duties include making sure everybody is up and ready in the morning, that everybody is in their rooms for lights-out and that our students are safe and happy at all times.

Homestay Coordinator

Based at two of our centres, you will be the key link between students, host families, and group leaders - ensuring that each student is safe, welcomed, and supported throughout their stay. You'll coordinate placements, manage logistics, resolve issues, and help create a caring and inclusive environment where students can thrive, all while upholding UKLC's values and safeguarding policies.

Teacher and Activity Leader

These roles are the heart of the student experience! You will teach English, lead excursions, and run activities. Enthusiasm and energy are key, alongside your teaching qualifications. Whether in the classroom or on the field, you will create a positive, memorable experience for the students.

"This experience meant a great chance to refine my teaching skills in an international environment, as working with international students made every lesson a unique and enriching cultural exchange. I highly recommend joining the UKLC team."

- Ana, Summer 2025

Standard Full Time Teacher

A teaching position that is mostly classroom based with the added bonus of being able to accompany your students on activities or excursions from time to time. You can share your knowledge by delivering fun and engaging lessons and then watch your students as they showcase what they've learnt while they're out and about.

"I love working with UKLC for the international vibe, the super friendly atmosphere and the lovely and kind people. With UKLC every summer is different and it offers new experiences!"

- Kynthia, Summer 2025

5 Day Full Time Teacher

Are you London based and really only interested in the teaching side of things? If so, this role could be for you. Working over five days, you will focus solely on bringing English to life in the classroom for your students and watching their confidence grow. You will support them as they learn and encourage them to be the best versions of themselves. And you get to go home at the end of the day!

Specialist Roles (Performing Arts or Football)

If you have a particular skill – football or performing arts - you can bring it to life in our English Plus programmes. Let us know your specialism when applying, and help students discover a new passion.

Activity Leader

Not just about sports, this role involves leading group activities, excursions, and evening entertainment. Your energy and enthusiasm will motivate students to get involved and have fun.

London Activity Leader

What's not to love about London? This role is for those of you who want to share your love of the capital with our students, leading them safely around the city to see all of the landmarks and make unforgettable memories. And then return to the centre at the end of the day for some evening entertainment!

Sport and Activity Instructor

Share your passion for sports by delivering top quality sessions to our students and encouraging them to try sports they might not be familiar with. You will champion teamwork and perseverance and you could also impart your local knowledge on excursions or show off your hidden talents during evening ents!

“One of my favourite parts of working for UKLC was playing sports with the kids and seeing how much joy it brought them.”

- Alex, Summer 2025

What You Can Expect

Joining UKLC isn't just a job – it is an opportunity to make a difference, meet incredible people, and grow in your own career.

Here's what we offer:

Competitive Packages: Including accommodation, meals, and other benefits.

Training and Support: From safeguarding to leadership skills, we will give you the tools you need to succeed.

Unique Locations: Work at some of the UK's best boarding schools and university campuses.

Team Spirit: You will be part of a fun, dynamic team that works hard and celebrates together.



Where You Can Work

We offer a choice of twelve top-class centres for you to choose from. They range from the most traditional boarding schools to the newest and most modern university campuses. The centres available for summer 2025 are below.

For management positions, please drop us line or give us a call to see what is available. We have a large number of returning team members every year in these roles and we always try to give them priority. However, every year we welcome new people to our teams at certain centres so get in touch to find out where we have opportunities this year.

Location	Our Centre	2026 Dates
Bristol	Clifton College	7 th July – 18 th August
Cheltenham	Dean Close School	8 th July – 19 th August
Crewe	Cheshire Campus	14 th June – 9 th August
Hatfield	Queenswood School	5 th July – 2 nd August
London	King’s College, London	6 th July – 31 st August
London	Queen Mary University London	21 st June – 23 rd August
Manchester	Chetham’s School	6 th July – 3 rd August
Nantwich	Reaseheath College	3 rd - 31 st July
Portsmouth	University of Portsmouth	1 st – 29 th July
Reading	Queen Anne’s School	5 th July – 9 th August
Winchester	St Swithun’s School	13 th July – 10 th August
York	Bootham School	5 th July – 2 nd August

There are positions available from two weeks up to eight weeks – each centre is different. For further information on each centre, you can go to our [website](#) and click on the ‘Centres’ section.

A Day in the Life at a UKLC Summer School



We have two types of programmes at UKLC; these are called zig-zag and non-zig-zag.

Zig-zag programmes are when the students are divided into two groups and half have English lessons in the morning and their activities in the afternoon, whilst the other half are on the reversed timetable.

For non-zig-zag programmes, all students have lessons in the morning and activities in the afternoon. Afternoon activities include Performing Arts, Intensive English, Football and Multi-Activity.

Please note, you would work two sessions on a working day, **not** continuously from 8am – 11pm.

If you would like to see a sample rota for a teaching or activity role, please email recruitment@uklc.org and a member of the recruitment team will send you a copy.

Growth Opportunities

We are proud to provide real growth and development opportunities for our summer teams. Many of our head office team started their journey with UKLC working at one of our summer schools. Some of our team have shared their stories below. Click [here](#) to find out more about the success stories of our head office team.

Jamie Brailsford, Operations Director



Having been a part of UKLC since 2010, I know first-hand what a difference we can make to young people's lives. From starting as a Sports & Activity Instructor in the summer of 2010, returning each summer, then joining the UKLC head office team in 2014. I have done almost every role there is to do! I have witnessed the passion and commitment which is embedded into every centre to ensure they are of the highest standard year after year.

My role as Operations Director means that I am responsible for the excellent delivery of all UKLC programmes. Ensuring that everyone that attends or works on a UKLC programme has a memorable, life-changing experience.

Jordan Dallimore, Operations Manager

Since 2014 I think I have worked in every job role at UKLC, including Sport and Activity Instructor, Excursion and Activity Manager, Sales Coordinator and Operations.

I am immensely proud to be a part of UKLC, we are a strong team of creative and passionate people. July/August is my favourite (and busiest) time of the year, when I get to deliver our programme to our students. I hope to meet you too one day!



How to Apply

Ready to make your summer unforgettable?

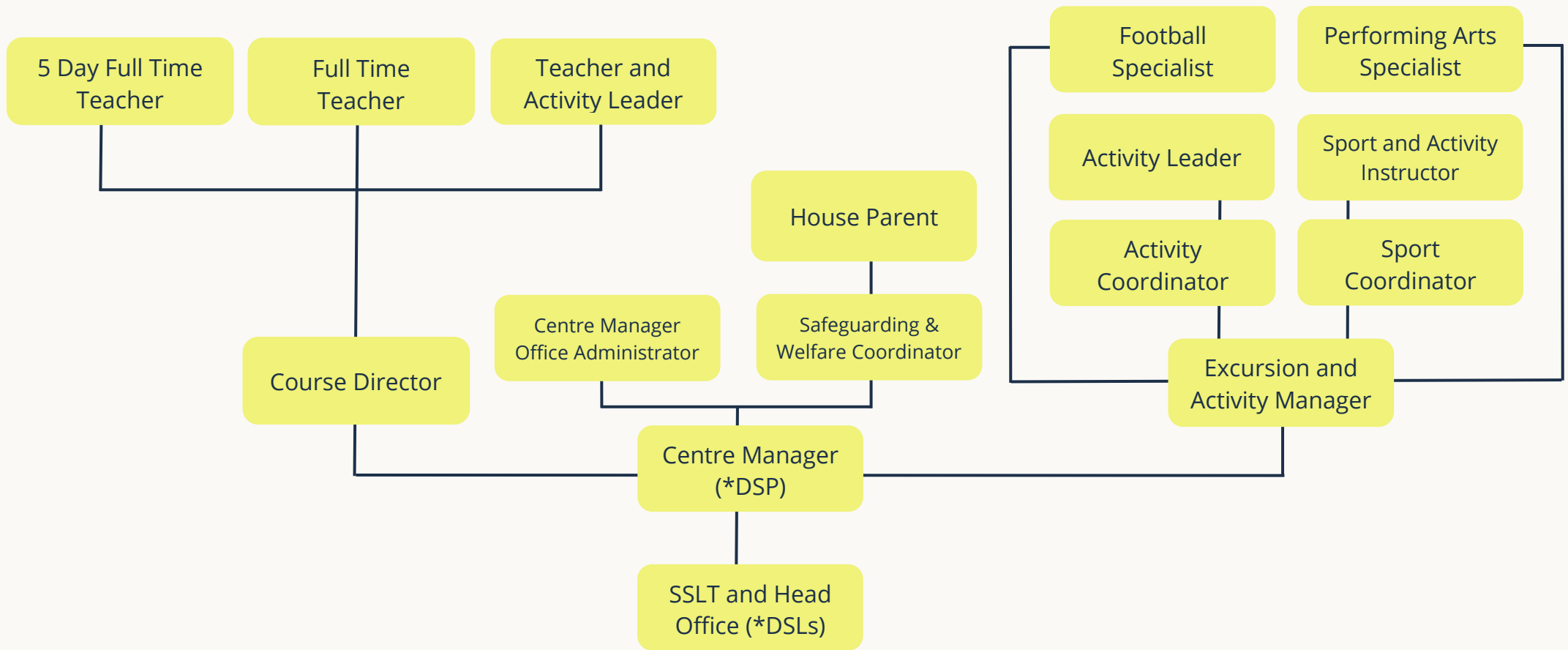
Here's what to do:

1. **Visit our website** to learn more about each role.
2. **Complete the application form here** and upload your CV. You can view the full job descriptions for each of our upcoming opportunities **here**.
3. **Wait for us to get in touch** – we aim to respond in 1 – 3 weeks.
4. **Prepare for an interview** if selected. All successful candidates will be interviewed before offers are made.

Do you have any questions? If so, don't hesitate to reach out to us at recruitment@uklc.org or give us a call at 01244 577995. We are a friendly bunch and here to help!

The UKLC Team





***DSL** Designated Safeguarding Lead: Jamie Brailsford, Carolyn Rennoldson, Davide Lovera and Jordan Dallimore

***DSP** Designated Safeguarding Person

Assistant Management Positions are available at some centres.