



Course Director

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

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate**, **Inspire**, and **Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

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.



- Work with the Regional Academic Manager to create the classes prior to students' arrival.
- Familiarise yourself with the WASP syllabus, academic materials and Programme structure.
- Manage teachers' timetables, and allocation of the teaching team where required.
- 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 (ensuring classrooms, resources, and teaching technology are ready).
- Ensure all the academic team understand the syllabus, expectations, safeguarding procedures, and centre policies.

Academic Leadership

- Welcome students at the centre.
- Lead and manage the academic team, including English teachers and specialist instructors delivering afternoon electives.
- Ensure the consistent delivery of high-quality lessons that meet UKLC academic standards and British Council expectations.
- Monitor and support the delivery of both morning English lessons and afternoon specialist programmes.
- Conduct lesson observations, providing constructive feedback and support to teachers and specialists.
- Support teachers with classroom management, lesson delivery, and student engagement where needed.
- Promote communicative, student-centred teaching approaches and active learning throughout the programme.



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- Maintain a positive and professional academic culture within the teaching team.
- Create a safe, secure, and welcoming environment for students.
- 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.
- Monitor class size and ensure appropriate staffing levels are maintained.
- Assist the Centre Manager with the team induction and the meeting and greeting of new groups.

Academic Quality Assurance

- Attend regular meetings with the team.
- Ensure classes are organised appropriately according to student level, age, and learning needs.
- Monitor student progress and ensure students are receiving appropriate academic support.
- Ensure academic documentation is completed accurately, including registers, reports, and certificates.
- Maintain academic standards in line with UKLC policies and British Council accreditation requirements.
- Ensure that academic materials and resources are used effectively throughout the programme.
- Complete exit feedback at the end of your contract.

Team Management and Communication

- Lead daily academic meetings with the teaching team where required.



- Work closely with the Centre Manager, Excursion & Activity Manager, and wider centre team to ensure smooth programme delivery.
- Provide regular updates to Head Office and centre leadership regarding academic delivery and any issues.
- Support teachers and specialists with any challenges related to teaching, classroom management, or student engagement.
- Foster a collaborative and supportive team environment.

Student Experience

- Ensure students receive a high-quality academic experience that is engaging, enjoyable, and educational.
- Act as a point of contact for academic queries from students, staff, and group leaders.
- Support students who may need additional academic guidance or encouragement.
- Ensure the academic programme contributes positively to the overall premium student experience at Wycombe Abbey.

Administration and Reporting

- Ensure all academic administrative tasks are completed accurately and on time.
- Oversee the completion of student reports and certificates.
- Support the collection of academic feedback from teachers and students.
- Submit end-of-contract feedback to support future programme development.
- Provide recommendations for improvements to the academic programme.
- In conjunction with the Centre Manager and Excursion and Activity Manager, write team reviews for all of your team.



Safeguarding Responsibilities

- UKLC and Wycombe Abbey School are 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.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Ensure safeguarding procedures are followed at all times by the academic team
- Promote a safe, respectful, and inclusive learning environment for all students.
- Maintain the good name and reputation of UKLC and Wycombe Abbey School at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Act as a positive role model, promoting UKLC's values at all times.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book 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.

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
Experience	<ul style="list-style-type: none">• Experience working with young people.• At least 2 years' experience teaching English as a Foreign Language.• Proven leadership ability.• Experience supporting, mentoring and observing teachers.	<ul style="list-style-type: none">• Previous experience as a Course Director in a summer school setting.• Experience working with Asian learners.• Experience coordinating or supporting specialist elective programmes.
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	<ul style="list-style-type: none">• Level two 'Advanced Safeguarding for Designated Staff' trained.• A first aid qualification.



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	<p>teaching practice).</p> <p>Educated to a degree level.</p> <ul style="list-style-type: none">• Level One 'Basic Awareness Safeguarding' trained.	
Skills and Knowledge	<ul style="list-style-type: none">• Strong communication and interpersonal skills.• Strong leadership and organisational skills.• Proficiency in using education and administrative technology.	<ul style="list-style-type: none">• Knowledge of the local area.• Knowledge or interest in themes such as leadership development, sustainability education, or coding and digital skills.
Personal Qualities	<ul style="list-style-type: none">• Adaptability and flexibility.• Energy and enthusiasm.• Ability to lead and motivate a diverse teaching team.• A desire to work with young people from different cultures.	<ul style="list-style-type: none">• Enthusiastic and able to enthuse others.• Able to make decisions and show initiative.• Willingness to learn and adopt new teaching methods.• Creative ideas.
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).	



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- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable).

Sample Week

Please see a sample programme below for the Wycombe Abbey Summer Programme.

Week 1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	
	08:00 - 9:00	Arrival Registration between 14:00 and 17:00 with hourly site tour. Light activities during the afternoon. Evening of unpacking and getting to know each other.	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
	09:00 - 10:00		Lesson	Lesson	Oxford Tour with colleges and museums	Lesson	Lesson	Lesson	London: London Eye, Walking tour and the British Museum	Lesson
	10:00 - 10:15		Tea Break	Tea Break		Tea Break	Tea Break	Tea Break		Tea Break
	10:15 - 11:15		Lesson	Lesson		Lesson	Lesson	Lesson		Lesson
	11:15 - 11:30		Break	Break		Break	Break	Break		Break
	11:30 - 12:30		Lesson	Lesson		Lesson	Lesson	Lesson		Lesson
	12:30 - 13:30		Lunch	Lunch		Lunch	Lunch	Lunch		Lunch
	14:00 - 15:00		Elective	Elective		Elective	Elective	Elective		Elective
	15:00 - 15:15		Tea Break	Tea Break		Tea Break	Tea Break	Tea Break		Tea Break
15:15 - 16:15	Elective		Elective	Elective		Elective	Elective	Elective		
16:15 - 16:45	Break	Break	Break	Break		Break	Break			
16:45 - 18:00	Sports & Activities	Sports & Activities	Sports & Activities	Sports & Activities	Sports & Activities	Sports & Activities				
18:00 - 18:30	Free Time	Free Time	Free Time	Free Time	Free Time	Free Time				
18:30 - 19:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner				
19:30 - 21:00	Speed Meeting	Cinema Visit	Paparazzi	Oscars Night	British Sports	Puzzles & Challenges	Karaoke			
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time			

Week 2		Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Cambridge tour with King's College	Breakfast	Departure Between 9am and 12pm. See you in 2027!
	09:00 - 10:00	Lesson	Lesson	Extra Rest	Lesson		Lesson	
	10:00 - 10:15	Tea Break	Tea Break	Tea Break	Tea Break		Tea Break	
	10:15 - 11:15	Lesson	Lesson	Lesson	Lesson		Lesson	
	11:15 - 11:30	Break	Tea Break	Break	Break		Break	
	11:30 - 12:30	Lesson	Lesson	Lesson	Lesson		Lesson	
	12:30 - 13:30	Lunch	National Gallery, Dinner out and West End theatre show	Lunch	Lunch		Lunch	
	14:00 - 15:00	Elective		Lesson [13:45 -	Elective		Elective	
	15:00 - 15:15	Tea Break		Tea Break [30	Tea Break		Tea Break	
15:15 - 16:15	Elective	Elective		Elective	Elective			
16:15 - 16:45	Break	Break		Break	Break			
16:45 - 18:00	Sports & Activities	Elective		Sports & Activities	Sports & Activities			
18:00 - 18:30	Free Time	Free Time		Free Time	Free Time			
18:30 - 19:30	Dinner	Dinner		Dinner	Dinner			
19:30 - 21:00	Red vs Blue	Bowling		Around The World	Quiz Night	Talent Show		
21:00 - 22:00	House Time	House Time		House Time	House Time	House Time		



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Available Dates

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Wycombe Abbey Summer School is running from 6th July – 17th August 2026 at Wycombe Abbey School in High Wycombe.

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.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!