



PLUS Summer Schools

Assistant Course Director Job Description

Qualifications Required

Assistant Course Directors are required to have a university degree and an initial teaching certificate such as CELTA or TrinityCert TESOL. Assistant Course Directors are also required to have a reasonable amount of ELT teaching experience, at least 3 years, particularly with young learners. Some previous management experience is useful for this position but every application will be assessed on its individual merits.

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with the organisation's safeguarding policy.

Duties and Responsibilities of Assistant Course Directors

MAIN DUTIES:

The role of ACD incorporates the following:

- With the other members of the management team, ensuring that a high quality programme is delivered, following our guidelines closely
- Assisting the CD in the management of the academic programme and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring that lessons and activities are integrated, following our syllabus and guidelines Safety and welfare of all students at all times
- Teach when necessary (either on your own class or as a cover teacher in cases of absence, sickness etc.)

MAIN RESPONSIBILITIES:

Welfare

1. To have read and understood the ACD and teachers handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.

Management Responsibilities

2. Support the Course Director in the overall management of the academic programme.
3. Support the Course Director during the Teacher Induction Day, which is usually held on the day of student arrival, one day before testing and class allocation.
3. Establish and maintain open communications among staff and Liaising regularly with the teachers and Group Leaders and act on any feedback received.
4. Assist the CD in setting up and closing the centre, packing and returning all stock and equipment according to guidelines.
5. Be familiar with British Council and English UK guidelines (documents available on site) and ensure academic management achieves and maintains the standards set out in these guidelines. Co-operate with any British Council Inspection procedures.
6. Represent PLUS positively in all conversations with clients, staff, and the host centre.



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Academic

7. Help manage the Academic Programme according to PLUS guidelines and procedures.
8. Ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to our guidelines and syllabus.
9. Be proactive, offering support to teachers before it is requested. Guide newly-qualified staff in preparing lessons and be a positive, helpful presence in the staffroom.
10. If requested by the CD, help to observe and appraise all teaching staff and give regular, documented feedback on the PLUS form.
11. Follow the correct academic procedures, including placement testing, class size and composition and allocation of teachers to appropriate classes and levels.
12. Monitor integration of the teaching and activities programmes ensuring students receive lessons linked with trip destinations – and assisting with ideas on how to do this when necessary.
13. Help monitor all academic resources and equipment – ensuring it is returned to the storage centre in satisfactory order at the end of the course.
14. Attend short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day.
15. Help the CD to run or organise weekly workshops or development sessions corresponding to the needs of the teachers.
16. Help prepare the centre for pre-booked Trinity Spoken English Examinations (if applicable).
17. Teach when necessary (either on your own class or as a cover teacher in cases of absence, sickness etc.)

Hours of Work

The Assistant Course Director is expected to work Monday to Friday with weekends off in normal circumstances although differing timetables may be in place at different centres which would require evening or weekend work.

Reports to

The Assistant Course Director reports directly to the Course Director at his/her centre. He/She must also follow instructions from the centre Campus Manager who has overall responsibility for the centre.

Remuneration Package

Salary is dependent upon the size of the centre and the qualifications and experience of the applicant. The post can be residential with full board accommodation included, although we also encourage applications from local Assistant Course Directors who wish to live off-campus.

Person Specification

Ideal Qualities

- Previous knowledge and experience of summer schools, preferably in the ELT market
- Experience of dealing with continuous enrolment courses and staggered arrivals
- Minimum 3 years of teaching experience
- Some proven management or supervisory experience



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Essential Qualities

- CELTA level qualification
- Experience of working with juniors
- Ability to support and advise fellow teachers
- Experience in providing last minute cover teaching
- Flexibility and a positive attitude
- The ability to deal with issues calmly and swiftly

Why work for PLUS?

Our Company

Since 1969, PLUS Education Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Canada, Ireland and offer summer holidays in 36 cities around the world. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by ABLIS and the British Council. We aim for high standards in our programs and consequently we are looking for enthusiastic, hard-working, outgoing, involving, managers, teaching staff and leisure organisers. One of our main aims is to ensure an enjoyable summer for all, not only our students, but all members of staff too. Many members of staff do return to work for us year after year and we hope you will too.

Our Students

Our summer courses take place in universities, colleges and independent boarding schools throughout the UK. Students range in age from 10 to 18. Traditionally the majority of our students have come from Italy, but in recent years we have been welcoming more and more students from all over the world to our centres. Students are accommodated residentially at the centre, or with local families.

Our Courses

Our courses are designed for students who wish to become more proficient in English and more confident in their speaking and listening skills. Our highly-interactive course is focused on functional and communicative language studies with a specific focus on vocabulary and pronunciation skills.

We use **specially-designed text books**. Students are taught in classes of up to 15 and placed into one of five levels (Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and Advanced) on arrival. We also provide a wide range of supplementary materials, resource books and EFL course books and encourage teachers to follow the specified, topic-based syllabus while being creative and trying new ideas.

Courses usually last for two or three weeks and also include a full leisure and excursion programme including afternoon and evening activities and at least one full-day and one half-day excursion per week to local cultural attractions and popular tourist places.



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Applicants should please note:

- References will be followed up
- All gaps in CVs must be explained satisfactorily
- Proof of identity and (where applicable) qualifications will be required
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- Appropriate suitability checks will be required prior to confirmation of appointment.