



PLUS Summer Schools

Course Director Job Description

Qualifications Required

Course Directors are required to have a higher level teaching qualification such as DELTA/Trinity Diploma in TESOL, MA in Applied Linguistics, ELT or similar field. This is in addition to a university degree and an initial teaching certificate such as CELTA or Trinity CertTESOL. Course Directors are also required to have substantial ELT teaching experience of at least 5 years, particularly with young learners. Some previous management experience is necessary 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 Course Directors

MAIN DUTIES:

- With the other members of the management team, ensuring that a high quality programme is delivered, following our guidelines closely
- Overall 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
- Promote and safeguard the welfare of all students at all times
- Teach when necessary

MAIN RESPONSIBILITIES:

Welfare

1. To have read and understood the CD manual 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 Campus Manager in the overall management of the centre.
3. Lead 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, with clients and Head Office. Liaise regularly with the Campus Manger and Group Leaders to ensure students are happy and act on any feedback received.
4. Maintain accurate staff records, including staff payroll and rota.
5. Set up and close the centre, pack and return all stock and equipment according to guidelines.
6. 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.



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7. Write a final report to be submitted to Head Office within five days of the centre closing.
8. Represent PLUS positively in all conversations with clients, staff, and the host centre.

Academic

9. Manage the Academic Programme according to PLUS guidelines and procedures.
10. 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.
11. Be proactive, offering support to teachers before it is requested. Guide newly qualified staff in preparing lessons.
12. Observe and appraise all teaching staff and give regular, documented feedback on PLUS forms, provided in CD Manual.
13. Establish and maintain correct academic procedures, including placement testing, class size and composition, allocation of teachers to appropriate classes and levels, completion of paperwork and provision of certificates.
14. Monitor integration of the teaching and activities programmes ensuring students receive lessons linked with trip destinations.
15. Monitor and be responsible for all academic resources and equipment – ensuring it is returned to the storage centre in satisfactory order at the end of the course.
16. Run short, daily staff meetings before lessons begin to ensure all academic staff are present, briefed and prepared for the day.
17. Run or organise weekly workshops or development sessions corresponding to the needs of the teachers.
18. Prepare the centre for pre-booked Trinity Spoken English Examinations (if applicable).
19. Teach when necessary.

Hours of Work

The 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 and some assistance may be required in an emergency.

Reports to

The Course Director reports directly to the Academic Manager at the London Head Office. 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 Course Directors who wish to live off-campus.



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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 5 years teaching experience
- Some proven management experience

Essential Qualities

- Diploma level qualified
- Experience of working with juniors
- Ability to lead and inspire fellow teachers
- Excellent interpersonal and organisational skills
- Flexibility
- The ability to react calmly and swiftly and to make decisions on the spot

Why work for PLUS?

Our Company

Since 1969, PLUS Ed 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 various 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 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 8 to 17. 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 course materials, with lessons based around a variety of topics**. 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



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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.

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.