



Oxford Royale Academy
inspirational cultural and academic courses

Programme Director

Temporary Contract based at one of our summer sites in Oxford, Cambridge or London.

About Oxford Royale Academy

Oxford Royale Academy is an award-winning British company with a real passion for international education. Each year our team works harder to compile stimulating and rewarding programmes for all ages, bringing together outstanding teachers, energetic counsellors, brilliant guest speakers and professional support staff.

Job Description

The Programme Director (PD) is the senior staff member of the summer programme based at a prestigious college site in Oxford, Cambridge or London.

The PD will manage a team of staff and a campus of international students to ensure that the high expectations of academic delivery, safety, welfare, organisation and general student enjoyment are met. They will oversee the organisation and execution of academic classes and social activities; respond to queries and concerns from parents and manage the day to day demands presented by 13-18 year old students and 19-25 year olds. The campus staff will look to the PD for guidance on matters of welfare and student discipline. The role involves a high level of responsibility, and requires excellent organisational, delegation and managerial skills with extensive suitable experience.

Key responsibilities:

- Overseeing the day-to-day running of the campus
- Leading the academic and pastoral team
- Handling the queries and concerns of all students
- Organising the staff rota
- Ensuring the safety and security of the students both on and off campus
- Communicating with the parents, other ORA staff members and college officers where necessary
- Ensuring that the standards of Oxford Royale Academy are understood and met by all campus staff and students

This is an exciting opportunity to join a leading international education company. The role will be based at one of our summer sites in Oxford, Cambridge or London.

Position Details

- There is a two week probation period.

- The PD will report to the ORA Head Office.
- Working hours will be approximately 60 per week.
- The ORA courses run seven days a week; the job will require working six days out of seven.
- Meals and accommodation are provided.

Person Specification

- Extensive pastoral experience working with children and young people.
- Knowledge of the international education industry (e.g. from having worked on a similar programme before), how vacation courses operate and how to lead a successful team and effectively manage a campus of students.
- Fluency in English, excellent leadership skills, good organisation and communication skills, and strong public speaking skills.
- Ability to lead by professional example and delegate effectively.
- Inspirational and able to organise and motivate a successful team. A strong candidate will be able to recognise the skills of their staff and place them appropriately within a team.
- Confidence in their own authority and have the ability to form productive professional relationships with a wide variety of people.
- Friendly and enthusiastic in order to provide a positive environment for staff and students alike.
- Approachable and personable whilst maintaining authority at all times.
- A completed teacher training course or suitable equivalent, and a university degree are essential.

Academic Calendar

Available Course Dates:

- Sunday 4th June – Saturday 15th July 2017 (4 week courses)
- Sunday 2nd July – Saturday 29th July (4 week courses)
- Sunday 2nd July – Saturday 12th August 2017 (6 week courses – Oxford only)

All positions will require attendance at a training programme the week before the course begins.

(Please note that dates are for reference only, ORA will look to allocate weeks in line with business requirements)

How to Apply

Please email recruitment@oxford-royale.co.uk with the subject line “Programme Director Application”, outlining why you are the right person for the job, and attaching your CV.