



COURSE DIRECTOR

Young Learners | Residential

Introduction

Thames Valley Summer Schools, a long-time member of English UK, has operated high quality summer courses for overseas students for over 40 years. The Company's administrative office is in Windsor, and courses are held in attractive locations, primarily in the south-east, using prestigious independent schools. Courses are accredited by the British Council.

The Company is represented by over 150 agents throughout the world. The majority of students come from western and central Europe, with the remainder from Asia, Russia and Latin America, in groups or as individuals. Some groups are accompanied by national leaders who assist our staff, particularly in matters of student welfare. Students, who stay for 2 - 4 weeks, are accommodated in boarding houses of between 40 - 50 students. Courses run for 4-6 weeks.

Course organisation

In overall charge of each centre is a Course Director, whose job it is to ensure the successful management of the course. The Recreation Director has responsibility for planning and delivering the recreation programme with assistance from other senior staff, Recreation Assistants and specialist recreation staff. The Senior Housemaster/mistress liaises with the Housemasters/mistresses to ensure boarding houses run efficiently. The Director of Studies is responsible for the effective management of the academic programme with assistance from the Senior Teacher.

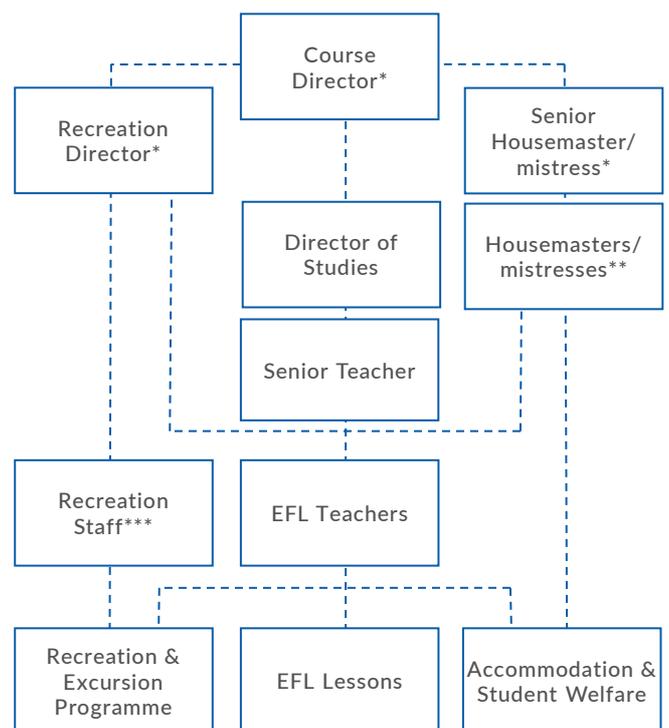
EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

Students at all centres follow a study programme designed to prepare them for the Trinity College Graded Examinations in Spoken English. At Rugby students may alternatively follow an FCE or IELTS examination course.

For EFL staff, each day is divided into three sessions. The first from 08.30 - 13.30 includes EFL lessons, student/staff

meetings and lunch. The second session from 13.30 - 18.30 includes programmed sports/recreation activities and student free time. The third daily session from 18.30 - 23.30 starts with supper, followed by evening activities. Student bedtime is usually 22.00 - 22.45, depending on the evening activity and student ages. There are two excursions per week. EFL teachers are expected to actively supervise recreation activities and, when on duty, help monitor students' behaviour in the boarding houses and assist with student bedtime arrangements. All staff work an average six-day week and senior staff cover for each other on days off.

Prior to the commencement of courses will there be on-site role specific and safeguarding briefings. TVSS is committed to safeguarding and protecting the welfare of children and young people and expect **all** staff to share this commitment.



* May be Designated Safeguarding Person (DSP)

** One per boarding house.

*** Recreation Assistants & Specialist Recreation Teachers.

JOB DESCRIPTION

The Course Director (CD) is responsible for the efficient management of the centre. Course Directors arrive at centres three days before the students in order to familiarise themselves with all details of the premises, to meet relevant staff at the host school and to plan for the beginning of the course. Course Directors work closely with, and are supported by, the Windsor office and Operations Co-ordinator. A TEFL background is not necessary.

The main areas of responsibility are:

- 1 Liaising with the host school representatives to ensure that the terms of the letting agreement are being implemented to the satisfaction of both parties.
- 2 Making sure that risk assessments have been checked for accuracy and recommending amendments where necessary.
- 3 Co-ordinating the arrival/departure of students including staffing and finalising transport arrangements.
- 4 Ensuring the effective supervision and safety of students (including English School Friends) at all times.
- 5 Liaising with the Director of Studies to ensure the efficient operation of the academic programme. The DOS is responsible for ensuring that teaching standards are being maintained and that teachers receive adequate educational support.
- 6 Liaising with the Recreation Director to ensure that the recreation programme is implemented in accordance with the guidelines from Windsor, including personal participation in activities as other duties allow.
- 7 Prepare the weekly staff duty rota in liaison with the RD
- 8 Liaising with and supporting the Senior Housemaster/Housemistress in the administration of accommodation arrangements and student welfare.
- 9 Checking that procedures for students who have booked direct are being implemented by senior staff.
- 10 Liaising with national leaders to resolve student problems and briefing them fully on their responsibilities and the course programme.
- 11 Maintaining regular contact with the Operations Co-ordinator and the Windsor office.
- 12 Making sure that administrative forms are completed accurately each week.
- 13 The CD has overall responsibility for course finances including accurate accounting and implementing procedures for the safekeeping of student valuables and pocket money.

- 14 Co-ordinating feedback from staff and students prior to their departure, and providing a detailed final report.
- 15 Overseeing the work schedule and duties of the Administration Assistant.
- 16 Undertaking training and responsibility for being one of the Designated Safeguarding Officers at the centre when required.
- 17 Attending a pre-course briefing in Windsor.

The CD is the prime mover in setting the tone of the centre. The atmosphere should be pleasant and relaxed but purposeful and disciplined. We are looking for good, diplomatic administrators with the ability to motivate others as part of a team. Course Directors must be prepared to work hard but in return will find that there is a great deal of satisfaction to be gained from the job. Considerable flexibility of approach is required to cope with any unexpected situations which may arise.

Centres	Age range	Course dates
Epsom College	10 - 16	04 July – 31 July
St. George's, Ascot	10 - 16	10 July – 06 August
St. John's, Leatherhead	8 – 14 14 - 17	04 July – 31 July
Rugby School	12 - 17	05 July – 08 August
Sevenoaks School	13 - 17	03 July – 13 August

CDs arrive at the centre three days prior to the start of the course. There will be English School Friends at Epsom, St. John's, Leatherhead and Rugby. *3-week package includes basic weekly pay plus 12.12% statutory holiday entitlement plus on-site preparation days' payment.

Salary scale		Basic weekly salary	Total 3-week package*
Previous TVSS staff	Up to 149 students	£640	£2272.70
	150+ students	£675	£2390.43
New to TVSS	Up to 149 students	£610	£2171.80
	150+ students	£640	£2272.70

Salaries include full-board accommodation. Contracts are for a minimum three weeks plus three days' paid on-site preparation before the students arrive. Salaries are subject to Tax and National Insurance deductions where applicable. Course Directors' salaries are based on the maximum number of students at any one time on a course. This job description is not exhaustive and staff are expected to carry out any other reasonable duties as required.

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