



## Assistant Programme Director

Temporary contract based at one of our summer school sites in Oxford, Cambridge, London, Ascot or St Andrews, Scotland.

### 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 Assistant Programme Director (APD) will work closely with the Programme Director (PD) at one of our prestigious college sites.

The APD will help the PD manage a site team 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 and manage the day to day demands presented by our students. The campus staff will look to the APD 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 relevant 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
- Managing 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.

## Position Details

- Working hours will be approximately 60 per week across 6 days.
- Our courses run in sessions of 2 weeks from 3rd June 2018 to 24<sup>th</sup> August 2018, with the majority of the courses running from 1<sup>st</sup> July 2018 to 11th August 2018.
- Mandatory training will take place during the week before student arrivals.
- Meals and accommodation are provided.

## Person Specification

This job would suit someone who displays the following key attributes:

- Ability to lead by professional example and delegate effectively
- Inspirational and able to organise and motivate a successful team
- 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.

### Essential Qualifications / Experience

- Extensive pastoral experience working with children and young people
- Must have proven experience working under pressure and leading teams
- A university degree.

### Desirable Experience

- Knowledge of the international education industry (e.g. from having worked on a similar programme before) and how such courses operate.

## How to Apply

Please apply online [www.oxford-royale.co.uk/work-with-us/](http://www.oxford-royale.co.uk/work-with-us/)

Questions may be directed to [recruitment@oxford-royale.co.uk](mailto:recruitment@oxford-royale.co.uk)