

Course Director for 8 to 17 year-olds

Core Functions

- To direct the Course in all aspects (teaching, afternoon and evening programme, welfare, sports and administrative) according to the principles of the Learning Model in relation to the Integrated Day and our commitments stated in the Brochure and Course Information Sheets.
- To produce the highest possible client satisfaction for each student, parent and agent.
- To lead and manage a team of teachers and administrative staff, creating a professional and satisfying working environment and an atmosphere of enthusiasm, co-operation, warmth, enjoyment and professionalism, which adheres to current UK
- Legislation and British Council Standards.
- To operate the course within the budget.
- To provide Pilgrims Central Office with accurate information on student attendance, budget situation and relations with host centre.
- To maintain good relations with the host centre and local suppliers.

Job Details

1. **Ensure that all students speak and learn English at all times in line with the Learning Model and Integrated Day.**
2. Take part in:
 - i. Pre-course briefings with Pilgrims permanent staff
 - ii. Pre-course planning such as meetings to discuss details of organisation of course, structure and centre.
3. Plan in conjunction with the Assistant Director a varied and budgeted two or three week programme for the course in detail. Control, direct and support it.
4. Monitor every aspect of the course to ensure that each area is of the best quality and in line with the Learning Model and Integrated Day, the Brochure and Course Information Sheet commitments.
5. Timetable staff for teaching, administrative and pastoral duties ensuring a fair distribution of time and responsibility.
6. Ensure that all aspects of the Course will operate efficiently on your day off by: i) Nominating a responsible member of you team as your deputy; ii) Instructing him/her appropriately; iii) Advising all staff, host centre and Pilgrims Central Office beforehand.
7. Ensure that you have familiarised yourself with ARELS Health, Safety and Welfare guidelines and brief members of staff as appropriate.
8. Organise and direct the training/briefing/setting up programme in conjunction with Pilgrims' permanent staff

9. Take responsibility for adherence to Health and Safety guidelines and procedures following undertaken risk assessments as required by the Health and Safety Executive.
10. Ensure the safety and welfare, care and development of both students and staff.
11. Ensure there is a known and practised procedure for emergencies eg. Fire, emergency action plan for swimming etc.
12. Monitor all arrival and departure procedures.
13. Establish and maintain good relations with the host centre authorities. Liaise with them on a day to day basis as necessary within the agreement between the host centre and Pilgrims.
14. Monitor the performance of the host centre on their supply of the agreed services. Ensure that agreed standards are met.
15. Uphold and enhance Pilgrims' good reputation with staff, students and host centre.
16. Maintain a code of discipline for both students and staff (where necessary) that neither restricts people's enjoyment of the course, nor exceeds the bounds of acceptable and reasonable behaviour in such a way as to cause either parents, agents, staff or school to question Pilgrims' integrity, responsibility and professionalism.
17. Hold regular staff meetings and i/c meetings at which there can be an open exchange of information and ideas.
18. Monitor, administer and control the course budget and students pocket money using and completing Pilgrims control systems.
19. In the event of any accident or injury to a student or member of staff, report it immediately and complete an accident form within 24 hours.
20. Ensure the careful use of loaned materials and equipment. In the event of damage to equipment or facilities complete a damage report form within 24 hours. Monitor damages caused, their repair and any payment necessary.
21. Keep a daily record of unusual incidents e.g. students leaving early, being ill, receiving bad news, having more than average problems acclimatising, causing damage etc. report them to The Director of Studies and forward records at the end of the course.
22. Ensure that contact with agents, parents and all visitors is conducted in a professional and responsible manner.
23. If handing over to another Course Director, ensure s/he is fully briefed on i) accommodation and the damage inventory ii) Pilgrims staff who are continuing iii) host centre staff and relations with them iv) which equipment is Pilgrims' property and which host centre property. v) Health and Safety Requirements.
24. Submit staff assessments including recommendations for future employment, at the end of each course.
25. Submit a full course report in writing to The Director of Studies within two weeks of the end of the course.

Internal Relations

- All staff and students on the course.
- All staff at Binsey Lane, Oxford.
- All Pilgrims management team.
- Other Course Directors.

External Relations

- Host centre staff and in particular
 - the Bursar and his/her office staff
 - the Housekeeper
 - the Chef
 - the Headmaster/Headmistress
 - any resident school staff
 - the school secretaries
 - the catering, cleaning, laundry staff
 - the maintenance and ground staff
- Overseas couriers and visiting agents, parents etc.

Supervisor/Accountable to:

The Director of Training. In the event of an unsolved dispute there is the right of appeal to the Director of Training, Gary Luke.