



Assistant Director on Courses for 8 to 17 year-olds

Core Functions

- Assist the Course Director in directing the Course in all aspects (teaching, afternoon, evening and weekend activities, welfare and administrative) according to our commitments stated in the Learning Model and Integrated Day, the Brochure and Course Information Sheets, joining details and correspondence.
- Take particular responsibility for the programme as your specialist skills allow. > Produce the highest possible client satisfaction for each student and parent.
- Support the Director in leading and managing 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.
- 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. Pre-course planning as requested by the Director, including taking part in Course Directors' Weekend and meetings to discuss details of organisation of course, structure and centre.
3. Assisting in planning a varied and budgeted two or three week integrated programme for the course in detail. Control, direct and support agreed areas.
4. Monitor each part of the course to ensure that each area is of the best quality and in line with commitments.
5. Ensure that all aspects of the Course will operate efficiently when the Course Director has time off.
6. Assist the Course Director in the organisation of the training/briefing /setting up programme for your course staff.
7. Ensure the safety and welfare, care and development of both students and staff.
8. Ensure that all Health and Safety procedures and guidelines are adhered to as set out for the activity you are supervising, leading or participating in.
9. Feedback to the Course Director any information which will assist his/her running of the course and understanding of students and staff.
10. Participate in daily staff meetings.
11. 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.

12. 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.
13. 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. and report them to the Director of Studies.
14. Ensure that contact with parents and all visitors is conducted in a professional and responsible manner.
15. Submit staff assessments including recommendations for future employment, at the end of each course.
16. 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 when necessary
- Resident 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.