



## Job Description for Non-Residential Course Leader

OISE's academic mission is to be the world's leading organisation for intensive language teaching which is both demanding of the participants and fulfilling in its results.

### Main purpose of the Job

- To take responsibility for the overall success of the course, providing leadership and direction and ensuring that lessons and the leisure programme are delivered to the highest standard in accordance with OISE criteria to the maximum benefit of students.
- Has an overriding responsibility for the students' welfare and safety at all times.

Reporting to: YLS Manager

### Responsibilities: - Pre-Course

- Is responsible for the setting up and closing of the school, liaising with the host-school representative as required to ensure a smooth relationship and to maintain standards.
- Reports regularly to the YLS Team in order to recruit staff for the season, placing adverts, visiting CELTA courses and conducting interviews as required
- Plans for the successful delivery of the excursions and evening social, ensuring a high standard, within agreed budgets, and meeting educational objectives by writing lesson plans for cultural trips.
- Writes and updates documents as required such as the centre manual, google drive and social media ideas.

### Centre Management

- Manages the course daily, supervising the staff rota, monitoring the performance of all staff as well as the satisfaction levels of the students (through First Impressions Reports, End-of Course Questionnaires, and first hand evaluation) reacting as appropriate to make improvements to the students' experience.
- Manages the financial success of the school, controlling expenditure to within agreed budgets, monitoring classroom loading, leisure costs, managing petty cash and reconciling expenditure at the end of the course.
- Represents OISE locally, ensuring that branding is displayed correctly and OISE specifications are respected in areas such as staff student ratios, lesson times, publicity materials, time off for staff, documentation etc.
- Teaches as required on all courses as emergency cover and where numbers are low.
- Unpacks and packs academic resources reporting any missing or damaged materials to YLS Manager.
- Ensures the prompt completion of all academic documentation including that on the google drive.
- Welcomes visitors to the programme as required (e.g. third party agents, colleagues from OISE, language agencies, inspectors from British Council etc.)

### Staff Management

- Co-ordinates and chairs the pre-course meeting with the support of the YLS Manager, ensuring that all team members are adequately inducted and duties allocated.
- Creates the timetable in relation to student numbers/requirements, allocates teachers to classes and oversees the supervision rota at break times, lunch time and during activities.
- Observes teachers and provides feedback on performance in line with OISE observation guidance, completes weekly hours returns and reports any related issues to YLS Manager.
- Holds an assembly and staff meeting each morning to explain activity and transfer details etc.
- Conducts appraisals for all leaving staff in accordance with OISE guidelines.

### Student Welfare

- Welcomes the students on the first day, explaining the academic programme and expectations, co-ordinating placement testing and allocating students to groups.
- Ensures the safety and welfare of the students at all times, liaising with the Host Family Co-ordinator (HFC), Customer Care and the YLS Manager as appropriate. Responds to requests for information from Booking Offices and Parents, ensuring effective communication and customer satisfaction are achieved.
- Conducts a fire-drill at least once for each intake of students.
- Takes overall responsibility for student/staff disciplinary matters during the school day and on activities in consultation with the HFC and YLS Manager, responding to issues and emergencies as and when they arise.
- Is responsible for the safety, welfare and safeguarding of OISE students and is aware of and adheres to all OISE policies and procedures.

QUALIFICATIONS & EXPERIENCE	REQUIREMENTS OF THE JOB	PAYMENT
<ul style="list-style-type: none"> <li>- TEFLQ or TEFLI</li> <li>- Experience of working with teens</li> <li>- Experience of managing a team.</li> <li>- Familiarity with OISE materials</li> <li>- DBS checked</li> <li>- Level Two Safeguarding &amp; Prevent (OISE can assist with obtaining this, and pay for a DBS application on job offer acceptance.)</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance at OISE training event.</li> <li>- Attendance during the course Mon-Fri 09:00 – 17:30 as well as outside these times where necessary (to cover leisure activities as required) and in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>- £600 per week (returner rate)</li> </ul>