



## Job Description for 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

Reporting to: YLS Manager

- 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.

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, conducting interviews as required
- Plans with the Academic/Leisure and Welfare Leader for the successful delivery of the excursions, ensuring a high standard, within agreed budgets, and meeting educational objectives by co-creating lesson plans.
- 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 the Leisure & Welfare Leader, Academic Leader and their teams 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.
- Welcomes visitors to the programme as required (e.g. third party agents, colleagues from OISE, language agencies, inspectors from British Council etc.)
- Takes on Academic/Leisure and Welfare Leader responsibilities when student numbers are low.

Staff Management

- Co-ordinates and chairs the pre-course meeting with the support of the YLS Manager, Leisure & Welfare Leader and Academic Leader ensuring that all team members are adequately inducted and duties allocated.
- Monitors staff performance, and completes weekly hours returns, reporting any related issues to YLS Manager.
- Holds an assembly and staff meeting each morning in consultation with the Academic Leader and LWL.
- Conducts appraisals for all leaving staff in accordance with OISE guidelines.

Student Welfare

- Welcomes the students on the first day, introducing the team and explaining the academic, leisure and welfare responsibilities of the members of the team.
- Co-ordinates student banking and is responsible for the safe keeping of the students' documents and money during the course.
- Ensures the safety and welfare of the students at all times, liaising with 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 in consultation with the Leisure & Welfare Leader, Academic Leader and the 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>- Arrival at centre one day before course start date.</li> <li>- Attendance during the course on six days per week.</li> <li>- Approximately 48 hours per week. One full day off per week.</li> </ul>	<ul style="list-style-type: none"> <li>- £550 per week plus full board.</li> <li>Plus supplement</li> <li>-£10 per week for returning Course Leaders</li> </ul>