

## Job Description: Course Director, 2008

### Reporting to

1. The Managing Director.

### Duties

#### Management

- Act as line manager for the Director of Studies, Social Director, Administrator and House Parents.

#### Pre-course

- Read the Senior Staff Handbook and raise any queries you have with Head Office.
- Attend the Course Directors' training weekend.
- Contact other members of the senior staff team and plan the course. This may involve undertaking a few days' preparatory work at Head Office.
- Contact members of staff in advance. Get to know them and discuss plans for the course.
- Prepare for and lead parts of the staff induction.
- Ensure you are familiar with staff job descriptions, contracts and rotas.
- If unfamiliar with the the course centre, undertake a familiarisation visit to it and its immediate surroundings.

#### On-course

- Take overall responsibility for – and set the standard and tone of – the course. This includes monitoring the academic and social programmes.
- Be the first person to welcome external visitors to the course centre and ensure they are well looked after.
- Personally welcome each student to the course centre.
- Liaise with course centre staff on a daily basis.
- Liaise with Head Office on a daily basis.
- Ensure important information is conveyed to students and members of staff in an accurate, timely fashion.
- Hold the daily staff meeting and the daily student meeting.
- Meet with Group Leaders (either individually or collectively) on a daily basis.
- Collect informal feedback, especially from students and Group Leaders and respond accordingly. Record the feedback and any action taken.
- Ensure students complete an on-line First Impressions and End of Course Questionnaire. Discuss the results of these questionnaires with Head Office and take appropriate action.
- Conduct staff appraisals.
- Be responsible for course administration and course finances. This includes accurate record keeping concerning students, staff and course centre facilities.
- Hold regular pocket money sessions.
- Be responsible for the safekeeping of students' pocket money, damage deposits, valuables, passports, tickets, medication, etc.
- Manage the students' arrivals and departures. This includes briefing all members of staff who are

going to the airport.

- Monitor the supply of external services to ensure they are of a high standard.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Sleep in a room in close proximity to students.
- Follow course centre guidelines concerning the British Council Accreditation Scheme and the Children's Act.
- Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible.
- Prepare the course centre as required.
- Pack up the course centre as required.
- Involve Group Leaders as much as possible.
- Maintain the good reputation of Discovery Summer.

#### **Post-course**

- Write an end of course report.

#### **Working hours**

You will be on duty virtually around the clock.

You will receive one full day off each week subject to the successful running of the course. You should be confident that whoever is deputising for you (the Operations Manager, Director of Studies or Social Director) is fully briefed and able to cope with an emergency in our absence.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of the students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.

#### **Discovery Summer's policy regarding alcohol, smoking and substance abuse**

We strongly discourage smoking. You certainly must never smoke in front of students at any time. All our centres are non-smoking, although smoking is permitted in an agreed external area at each centre.

Consumption of alcohol and/or abuse of substances at the course centre are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

**We rely on you as a vital member of the team.**

**We all depend on each other for the success of the course.**

**Our aim is for students and staff to have a memorable, happy and safe experience with Discovery Summer.**