

Job Description

Social Director 2010

Reporting to:

1. The Course Director.

Duties:

Management

- As a member of the senior team you'll be liaising very closely on a daily basis with the Course Director (CD), Administrator and Director of Studies (DOS), to ensure the smooth running of every aspect of the course.
- Act as line manager for Activity Leaders.

Pre-course

- Attend the Social Directors' training weekend (if applicable)
- Read the Senior Staff Handbook, consult the Discovery Wiki and raise any queries you may have with Head Office (HO).
- Contact CD and DOS and plan the course. This may involve undertaking a few days' preparatory work.
- Ensure you are familiar with Activity Leaders' and Teachers' job descriptions, contracts and work out rotas with CD.
- Contact Activity Leaders in advance. Find out about their experiences/talents and discuss plans for the course.
- Check facilities booked are sufficient for proposed programme and wet weather alternatives are available.
- Prepare for and lead parts of the staff induction.
- Have first week's programme fully planned in detail before student arrival.
- Check sports and other equipment and advise HO immediately if additional supplies required.

During the course

Exploit every opportunity for students to learn and practise English. Involve English Student Hosts and ensure nationality groups mix as much as possible.

- Follow guidelines as outlined by the Senior Staff Handbook and the British Council Accreditation Handbook and explained by the Course Director.
- Organise a safe, well-structured, lively and imaginative social programme with a wide variety of activities, cater for all abilities and encourage the use of English at all times.
- Manage all members of staff involved with the social programme.
- Prepare for and lead 1 full day and 1 half day excursion per week. This includes briefing students, student hosts, Group Leaders and staff and liaising with HO, coach companies etc. as required. It is vital that you have liaised with the DOS in advance so that teachers/students can prepare in class for the excursion.
- Motivate Activity Leaders, offering support/training as required.
- Ensure Activity Leaders are motivated to participate fully and enthusiastically in the English Workshops (under direction of the DOS)

- Take responsibility for all equipment and materials relating to the social programme, ordering via HO in advance as necessary, keeping records and providing end of course packing lists.
- Take full responsibility for Special Sports Options (unless advised otherwise), reporting any problems immediately to HO.
- Inform all staff about the social programme in the daily staff meeting. Inform students and Group Leaders in the daily student meeting (and on notice boards).
- Keep a daily record of actual social programme offered.
- Take responsibility for the Social Programme budget.
- Record any incidents (accidents, discipline problems) in the Course Incident book with details of action taken and follow up required.
- Conduct staff appraisals in conjunction with the Course Director.
- Discuss the results of student/staff/Group Leader/Student Host questionnaires and any informal feedback with other members of the senior team and HO and take and record appropriate action.
- Discuss any problems with your line manager or HO at any time.
- Sleep in a room in close proximity to students and fulfil pastoral duties as required.
- Deputise for the Course Director if required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk and carry out Risk Assessments as outlined in the Senior Staff Handbook.
- Prepare and pack up the course centre as required.
- Involve the Student Hosts in all activities, making sure they mix with the international students at all times. (They may be free to assist setting up of activities during class time if not required by the DOS.)
- Involve Group Leaders as much as possible. They can be a great resource (but should only take full responsibility for their own students)
- Maintain the good reputation of Discovery Summer.

Post-course

- Write an end of course report within 10 days of course end and send with copy of detailed actual social programme.

Working hours

You will receive one full day off each week as well as additional time on working days subject to the successful running of the social programme.

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 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:

Our centres are strictly non-smoking; a designated external smoking area may be provided. Never smoke in front of students.

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 safe, memorable and happy experience
with Discovery Summer.**