

Job Description: Social Director, 2008

Reporting to

1. The Course Director.

Duties

Management

- Act as line manager for Activity Leaders.

Pre-course

- Attend the Social Directors' training weekend.
- Read the Senior Staff Handbook and raise any queries you have with Head Office.
- 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 Activity Leaders 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 Activity Leaders' job descriptions, contracts and rotas.

On-course

- Organise a safe, well-structured lively social programme. This should consist of a wide variety of activities, cater to all abilities and encourage the use of English at all times.
- Prepare for and lead one full day and one half day excursion per week. This includes briefing students and members of staff.
- Manage all members of staff involved with the social programme.
- Offer guidance and support to Activity Leaders. This includes conducting observations as part of the staff appraisal process.
- Be responsible for equipment and materials relating to the social programme.
- Conduct staff appraisals.
- 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.
- Ensure Activity Leaders participate fully in the academic programme.
- Keep other members of staff informed about the social programme in the daily staff meeting. Keep students informed about the social programme in the daily student meeting.
- Deputise for the Course Director as required.
- 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 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 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.