

## **Assistant Director for 8-17 Year-olds**

### **Background**

The desire to create an environment that would stimulate and inspire their students was the motivation behind the daring decision by Mario Rinvoluceri and James Dixey to open Pilgrims in 1974. Concerned by the fact that teachers in traditional schools focused more on the course books and method, they identified that a more immediate result could be achieved by putting the learner at the heart of the learning process.

From the very beginning, our ethos has been:

### **Pilgrims does not teach a language but teaches people**

#### **The staff –**

Course Director – is responsible for the day to day running and overall success of the course.

Assistant Director – oversees the implementation of the afternoon programme, evening activities and excursions.

EFL Teacher – provides English language lessons, while also assisting with the remaining aspects of the course.

Programme Staff – prepares and supervises sessions during the afternoon programme, prepares and runs the evening activities and provides support and supervision on trips.

#### **Core Functions**

- Assist the Course Director in directing the Course in all aspects (teaching, afternoon, evening and weekend activities, welfare and administrative) according to our commitments stated in the Learning Model and Integrated Day, the Brochure and Course Information Sheets, accompanying details and correspondence.
- Take particular responsibility for the programme as your specialist skills allow.
- Produce the highest possible client satisfaction for each student and parent.
- Support the Director in leading and managing a team of teachers and administrative staff, creating a professional and satisfying working environment and an atmosphere of enthusiasm, co-operation, warmth, enjoyment and professionalism.
- Maintain good relations with the host centre and local suppliers.

#### **Job Details**

1. Ensure that all students speak and learn English at all times in line with the Learning Model and Integrated Day.
2. Pre-course planning as requested by the Director, including taking part in Course Directors' Weekend and meetings to discuss details of organisation of course, structure and centre.

3. Assisting in planning a varied and appropriately budgeted two or three-week integrated programme for the course, in detail. Control, direct and support agreed areas.
4. Monitor each part of the course to ensure that each area is of the best quality and in line with commitments.
5. Ensure that all aspects of the Course will operate efficiently when the Course Director has time off.
6. Assist the Course Director in the organisation of the training/briefing /setting up programme for your course staff, including the Induction period.
7. Ensure the safety and welfare, care and development of both students and staff in accordance with our Health and Safety guidelines and our Welfare and Safeguarding Policies.
8. Ensure that all Health and Safety procedures and guidelines are adhered to as set out for the activity you are supervising, leading or participating in.
9. Feedback to the Course Director any information which will assist his/her running of the course and understanding of both students and staff.
10. Participate in daily staff meetings.
11. In the event of any accident or injury to a student or member of staff, report it immediately and complete an accident form within 24 hours.
12. Ensure the careful use of loaned materials and equipment. In the event of damage to equipment or facilities complete a damage report form within 24 hours. Monitor damages caused, their repair and any payment necessary.
13. Maintain a daily record of unusual incidents e.g. students leaving early, being ill, receiving bad news, having more than average problems acclimatising, causing damage etc. and report them to the Academic Manager.
14. Ensure that contact with parents and all visitors is conducted in a professional and responsible manner.
15. Submit staff assessments including recommendations for future employment, at the end of each course.
16. Submit a full course report in writing to the Principal within two weeks of the end of the course.

#### Internal Relations

All staff and students on the course.  
All staff at Binsey Lane Oxford.  
All Pilgrims management team.  
Other Course staff.

#### External Relations

Host centre staff when necessary  
Resident couriers and visiting agents, parents etc.

Supervisor/Accountable to:

The Course Director. In the event of an unsolved dispute there is the right of appeal to The Principal, Dina Gordon.

**Qualifications and Experience**

Essential:

1. A valid DBS Certificate
2. Experience of working with children and/or teenagers
3. Proven leadership and motivational skills
4. The ability, based upon a trusted skill set, to lead at least one particular specialist session
5. Undergraduate experience

Desirable:

1. A suitable leisure qualification
2. Experience of working on a residential course
3. First Aid or Lifeguard certificate
4. Some form of (trainee) teaching experience

Please see the accompanying documentation for a detailed description of our Safeguarding Policies, the Recruitment Process and our Health and Safety policy.

Should you be successful in your application, you will be provided with all necessary materials to allow you to prepare for the course from both a professional and personal point of view.