

Job Description: Centre Manager

Reporting to DoS/ADoS



The centre manager is responsible for ensuring that the day-to-day management of all areas of the summer school run smoothly. Duties will range from making sure the summer school adheres to British Council requirements, liaising with group leaders, accommodation/university personnel and clients, staffing and timetabling, writing curriculums, completing observations/training, covering classes if necessary, monitoring the management of activities and finance.

Essential qualities and skills:

- ✓ Eligibility to work full time in the UK
- ✓ Native English speaker / near native level of English
- ✓ Educated to degree level
- ✓ CELTA / Trinity Cert TESOL / Qualified Teacher Status in English/ Modern Languages/Primary
- ✓ Energy and enthusiasm
- ✓ A desire to work with young people from different cultures
- ✓ Adaptability and flexibility
- ✓ Good communication and interpersonal skills
- ✓ Enjoy working as part of a team

Desirable qualities and skills:

- ✓ Knowledge of the local area
- ✓ Previous experience of summer schools or working with young people
- ✓ Interest in sports, baking or relevant activities
- ✓ Creative ideas
- ✓ Willingness to learn and adopt new teaching methods

Working Hours:

15 hours of teaching per week, 3 hours per day.

'Five evening activities per week, 90min per activity & two afternoon activity per week, from 13.30 to 17.00', **Or**

'Two evening activities per week, 90min per activity & three afternoon activities per week, from 13.30 to 17.00.

A full day excursion. 9.00 to 17.00.

It is necessary for teachers to work on six consecutive days.

Duties:

- ✓ Comply with the Teacher handbook
- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy
- ✓ Attend the staff induction and assist with the centre set up as required
- ✓ Meet and greet students at the airport and accompany them to the Centre as required
- ✓ Meet parents to pick up students in the afternoon.
- ✓ Meet parents Assist with the placement testing and the marking of tests
- ✓ Attend and contribute positively to all staff meetings
- ✓ Prepare lessons to a high standard to suit the needs of the students using the materials provided
- ✓ Create a positive learning environment and take all necessary measures to ensure students get the most out of the lessons and enjoy themselves
- ✓ Place great emphasis on oral communication both inside and outside the classroom
- ✓ Maintain discipline and ensure that students understand what they have to do
- ✓ Complete all class registers, work records, reports and certificates as required
- ✓ Be punctual for all lessons, activities and excursions
- ✓ Be observed by the Course Director and by other interested parties where advance warning is given
- ✓ Organise and supervise sports, activities, excursions, mealtimes and lights out as required on a rota basis
- ✓ Monitor and help students with their weekly laundry service
- ✓ Ensure the success of the activities by participating fully and encouraging the involvement of students
- ✓ Integrate the excursions into the classroom using link lessons
- ✓ Read, understand and sign off to all risk assessments for excursions
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times
- ✓ Ensure that all activity equipment and materials are in place for the start of an activity and returned at the end
- ✓ Dress appropriately at all times
- ✓ Maintain an entirely professional manner at all times and in all dealings with students, group leaders and staff
- ✓ **Deal quickly and effectively with student and group leader queries and where necessary report any problem to the appropriate member of the management team**
- ✓ **Be aware of group leaders' responsibilities and monitor them.**
- ✓ **Monitor Teachers being punctual for lessons and activities**
- ✓ **Check teachers' registers, weekly plans (in registers and notice board) and daily plans**
- ✓ **Maintain the good name and reputation of MCSE at all times**
- ✓ **Monitor and remind teachers preparing leavers' projects**



This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

**Weekly salary £420. All salaries are paid monthly in arrears.
Full board accommodation is provided in return for full residential support and some supervision duties.**