



### What is the role of the Centre Manager/Director of Studies?

Only available at our London centre, the Centre Manager/Director of Studies is the most senior post at the London Young Learners Centre where the postholder is expected to successfully manage all aspects of the day to day programme for the students, including overseeing and implementing a robust and effective welfare, academic, leisure and transfers programme.

The Centre Manager/DoS is responsible for ensuring that the centre is set up and managed according to International House London policies and procedures, and that International House London are providing and delivering the high-quality service that our students, group leaders, agents and staff expect and deserve. Alongside managing client relationships with these stakeholders, you will oversee the academic section by supporting the teachers, providing guidance on materials and carrying out observations and teacher development sessions.

The Centre Manager/DoS will work closely with the Activity Manager and the Welfare Manager/centre admin as part of a senior management team, as well as liaising with Head Office for further guidance and support.

### What does a typical day look like?

In the mornings you will check that all students and activity leaders have left for their excursions and then you will have time to respond to emails and check in with your management team about rotas. You will also have check-ins with the teachers. In the afternoons when students are in lessons, you will have meetings with Group Leaders and observe teachers where appropriate. At the weekends you will need to liaise with the Activity Manager to ensure the excursions are underway, and oversee arrivals/departures. You will have one day (a full 24-hour period) off per week.

### What skills do I need to do this job?

- ability to communicate with a range of diverse groups
- ability to motivate, manage and support a team
- ability to prioritise, trouble-shoot and manage a crisis
- organisational and record-keeping skills
- ability to mentor and provide support for less experienced teachers
- ability to communicate with international teenagers and adults, with cultural awareness and sensitivity
- administrative skills such as registers, class lists and reports

[\(click here for full person specification\)](#)

### What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on managing a centre, creating cross-departmental links and cohesion, contingency considerations and plans, and relevant pastoral care, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

### What is included in the package?

- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities
- Experience of working at our central International House London school and be part of our central site staff room



## Why work with International House London?

International House London have been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

## How will this role enhance my career? What can it lead to?

- coaching and mediation roles
- working with teenagers and young people
- working within educational institutions
- managerial and organisational roles
- leadership positions
- academic management roles and teacher training
- programme management roles



## Job Description

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Young Learners Management

<b>POST</b>	Centre Manager/Director of Studies
<b>REPORTING TO</b>	Head of Young learners
<b>CAMP DATES, LOCATIONS &amp; STUDENT AGES</b>	<p><b>London Young Learner centre</b></p> <ul style="list-style-type: none"> <li>• June 30th to August 11th</li> <li>• 16 Stukeley street, London, WC2B 5LQ</li> <li>• Induction June 27th to 29th</li> </ul>
<b>SALARY</b>	<p>£1035.80 (this is inclusive of holiday pay). Plus paid induction programme.</p> <p>Please note that this position is non-residential.</p>
<b>INDUCTION</b>	The full induction will last for 2 days on-site and will include a combination of remote safeguarding and first aid training, group sessions at Head Office, and on-site team inductions. Online induction will be held before arriving at the centre
<b>CONTRACT</b>	<p>6 weeks</p> <p>Hours of Work: Your normal hours of work are 48 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>



## What will happen before the camp starts

There will be induction and training e.g. health and safety, safeguarding, PREVENT

- You will be sent the staff manuals, policies and procedures
- You will have DBS checks, will require two references and a police check (if living abroad)
- Assist in the planning of the induction and training programme, in collaboration with the Head of YL/Head office/Academic Manager
- When on site, check the classrooms have all the necessary equipment e.g. whiteboards, pens, board rubbers

## What will happen during the camp

You will:

- You will have oversight of all aspects of the camp:
- Ensure all teams are communicating effectively and performing their duties
- Be the point of reference and contact for staff, students, Group Leaders, agents and host centre
- Enforce school rules to ensure a pleasant and safe environment
- Liaise with Head Office regarding student enrolment, complaints, arrivals/departures and so on
- Lead all-staff meetings and centre management team meetings to reinforce procedures
- Be pro-active in finding solutions when problems arise
- Monitor and/or set rotas for staff teams and avoid scheduling overtime as much as possible
- Assist with excursion management where necessary
- Mediate
- Stay in touch with Head Office
- Monitor financial transactions e.g. petty cash, centre credit card, resources
- Take responsibility for classing the students and administer level tests where required
- Check student engagement with the lessons
- Support the teachers in the planning of lessons and help with resources
- Cover teaching absences or teach a class if the timetable requires
- Organise end-of-course certificates, student reports and graduation ceremonies
- Attend and/or lead team meetings to reinforce procedures
- Arrange developmental observations of teachers and deliver oral and written feedback reports
- Provide academic advice and support to students and teachers as required
- Keep Group Leaders informed of student attendance and progress

## What will happen at the end of the camp

You will:

- Assist with departures of students and teachers
- Complete a site inspection
- Help to pack up the centre
- Complete a report on the camp experience taking all stakeholders into account
- Check teaching equipment and complete an inventory

## Complete the recruitment form to apply

[Complete the form here](#)