


## International House London – Young Learners Job Description 2019

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 Centre Manager and/or Young Learners Management.

<b>POST TITLE</b>	Discovery Programme Coordinator ( <b>RESIDENTIAL</b> )
<b>LOCATION</b>	International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB
<b>DATES</b>	From 4th July to 15th August
<b>SALARY</b>	From £450 to £500 per week (plus 12.07% holiday pay)  Plus £200 for attending 5 a days induction programme
<b>CONTRACT</b>	5 weeks <b>Hours of Work:</b> You are required to work such hours as are reasonably required to carry out your role effectively. 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 may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations
<b>REPORTING TO</b>	Activity Manager
<b>PURPOSE OF JOB</b>	To ensure the effective running of the 'Discover' programme at International House Ellesmere.  To lead and support all Activity Leaders in planning, and implementing a stimulating, enjoyable and cost effective social programme whilst on the 'Discover' programme working closely with the Activity Manager

### Job Description – Discover Programme Coordinator



The Job of Discover Programme Coordinator is one of high responsibility directly concerned with the welfare and enjoyment of our Young Learners (aged 8-11) as well as the training, support and management of all Activity Leaders and staff assigned to social duties on the programme.

The role requires the Discover Programme Coordinator to take responsibility for the preparation, installation, operation and outcomes of the 'Discover' programme at Ellesmere College including on-site activities and off site excursions there will also be a strong reliance on team management as the post holder will be responsible for all staff assigned to the programme.

The Discover Programme Coordinator will be capable of delivering a high quality social programme which is cost effective and maintains the professional standards expected from International House's students and agents.

The Discover Programme Coordinator plays a key role in ensuring students, Group Leaders, and International House staff experience a safe and enjoyable stay at our Young Learners centre. The post holder will be able to establish and maintain good working relationships with other professionals such as the host centre, professional coaches, transportation companies and excursions venues ensuring information is successfully passed on in a well presented, timely and professional manner.

The ideal Discover Programme Coordinator will be extremely responsible and able to organise their workload. They will be capable of leading a team and supporting other members of the senior team.

### **Main Responsibilities and Tasks:**

#### **Training, Staff Induction and Centre Preparation**

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role, and that of your team.
- Take part in all Health and Safety related training.
- To carry out all tasks concerned with the setting up and administration attached to this role as advised by the Centre Manager and Director of Leisure.
- Ensure that all necessary materials and equipment are in place at the centre in time for the start of the programme.

#### **Activity and Excursion Responsibilities**

- Working with the Director of Leisure to deliver a high quality, varied and cost effective activity and excursion programme.
- Manage all Activity Leaders and all staff assigned to the 'Discover' social programme to ensure an enjoyable and engaging programme of activities and excursions.
- Manage the availability of on-site facilities for the programme.
- Working with all staff to ensure the promotion of activities to ensure high levels of student participation and enjoyment.
- Liaise with the Director of Studies to implement and maintain activities which require cohesion between the academic and social programme.
- To follow and/or where necessary adapt the prescribed social programme – making additional activities available on request.
- To understand and be conversant with International House's risk assessment methods and conclusions including completing new risk assessments and updating current ones.
- To ensure when no on duty that a nominated person is apprised of all necessary information.



## **Staff Management**

- Create a positive team atmosphere and motivate staff effectively.
- Lead and attend staff meetings to ensure that the social programme runs smoothly and is integrated with the language course.
- Working with the Centre Manager and Director of Leisure to ensure that the staff rota is completed, taking into account the strengths, abilities and experience of all staff.
- Ensure staff are briefed ahead of an activity or excursion and have read the appropriate risk assessments.
- Monitor and maintain staffing levels in consultation with the Centre Manager based on British Council ratio guidelines.
- Monitor staff performance and conduct and where necessary take action in conjunction with the Centre Manager to deal with unsatisfactory conduct and/or performance.
- Conduct on going appraisals for all staff taking part in the social programme by providing continued feedback and conducting an end of employment formal appraisal to be returned to IH London.
- Carry out training and staff development sessions as required.

## **Other Responsibilities**

- To cover for Activity Leaders if necessary
- To deputise for the Director of Leisure as required
- To host the centre emergency telephone as required
- To take an active role in the promoting the activity programme by visiting classes etc.
- Attend and lead staff meeting as required.
- To submit staff reports and feedback at the end of the centre to the Young Learners Manager

## **International House Expectations of All Staff**

- To consistently ensure the welfare of our students remains paramount
- To be fully engage in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any activity which could cause harm.
- To ensure proper discipline is maintained throughout the duration of the centre.
- To address any student, International Group Leader or host centre representative issues, complaints or suggestions by ensuring that the relevant members of staff are made aware.
- To act in a seemly and professional manner with all of IH's agents, clients and staff and not to engage in any activity which may bring IH or the host centre into disrepute.
- To assist all students, International Group Leaders and IH Agents to derive the maximum benefit from the course.
- To protect the property and equipment belonging to IH staff and the host centre maintaining security and avoiding loss and/or damages in the residences.
- To dress in a manner commensurate with the role demanded of the position, any uniform supplied by IH is to be returned at the end of employment.
- To read and be fully conversant with all documentation, policies and procedures relating to role prior to the start of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager or Young Learners team.

- To carry out any additional duties as required by the business.

### Person Specification

	ESSENTIAL	DESIRABLE
<b>Education</b>		PGCE CELTA (or equivalent) Degree or equivalent
<b>Professional Qualifications</b>		Sports coaching qualifications
<b>Experience</b>	Working with children People management Residential experience Experience of working with foreign students	Management position on similar YL courses. Sports/Hospitality management
<b>Personal Skills</b>	Excellent interpersonal skills with a client focused approach Ability to work flexibly and as part of a team Ability to work under pressure and to deadlines Good time management and organisational skills Good IT skills Confidence to take initiative and work autonomously Commitment to providing a quality service to clients	Ability to speak other languages.
<b>Special Requirements</b>	DBS checked.	Minibus Driver. First Aid qualified. Child protection training.

**Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.**

**Job Description correct as of November 2018**