

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.

POST TITLE	Future Leaders Coordinator (RESIDENTIAL)
LOCATION	International House Oxford, St Edward's School, Woodstock Road, OX2 7NN
SALARY	£500 per week plus 12.07% holiday pay. Plus £200 for attending a 5 day induction programme
DATES	Oxford: from 4th July to 15th August Ellesmere: from 4th July to 15th August Moulton College: from 28th June to 15th August Newbattle: from 25th June to 12th August
CONTRACT	5 weeks Hours of Work: 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.
REPORTING TO	Centre Manager
PURPOSE OF JOB	To implement, co-ordinate and manage the effective running of the Futures Leaders programme at the designated Young Learners Centres. The Future Leaders Coordinator is responsible for ensuring the teaching and learning component of the programme is delivered to the highest possible standard, liaising with guest speakers and ensuring that the workshops are all delivered in a timely and stimulating manner.

Main Responsibilities and Tasks:

Training, Health and Safety and Safeguarding

- 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.
- Ensure that all necessary materials and equipment are in place at the centre in time for the start of the programme.
- Assist in the delivery of staff induction for the academic team as directed by the academic department at International House London.

Academic Responsibilities

- To liaise with the Centre Manager and Activity Manager in ensuring that all aspects of the Future Leaders programme is delivered to the highest standard.
- To assist in the management of academic staff as necessary to ensure all policies, procedures and deadlines are met.
- To brief the Future Leaders staff on all aspects of their responsibilities including the requirements of the FL leisure programme.
- To administer, explain, follow and adapt the FL programme and develop strategies for successful lectures and workshops with regard to learning outcomes.
- Prepare FL class timetables ensuring students and teachers are allocated to classes and groups appropriately.
- Maintain International House London academic procedures including class registers, work records, student reports and certificates.
- Manage materials and resources provided by International House London and the Host Centre.
- Organise and deliver lectures and workshops to the FL groups.
- Ensure that the FL teacher is trained and able to deliver any lectures or workshops as required by the needs of the programme.
- Deal with student and Group Leader enquiries and requests regarding FL matters in a prompt and client focused manner.
- Cover for FL teachers in the event of absence and increase/decrease in student numbers.
- At the end of the course, provide feedback on the 2019 material and work on new material for 2020 as required.

Leisure Responsibilities

- To actively participate in excursions and activity sessions both on and off site as required by the FL programme.
- To actively encourage FL students to take part in the leisure programme.
- To accompany, lead and supervise FL students on excursions to a variety of locations.
- To organise, lead and supervise engaging and safe activities for the students.
- To ensure that all aspects of the leisure programme run smoothly and safely.
- To report any issues to the Activity Manager or Centre Manager.



Other Responsibilities

- To deputise for the Centre Manager 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.

International House London Expectations of All Staff

- To consistently ensure the welfare of our students remains paramount.
- To be fully engaged in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any other activity which could be of harm to other students or bring IH or our host providers into disrepute.
- To ensure proper discipline is maintained throughout the programme.
- To act in a professional manner with all IH London agents, clients, and staff and not to engage in any activity that may bring IH London or the host provider into disrepute.
- To assist all students, Group Leaders and agents to derive the maximum benefit from the course.
- To respect the property and equipment of IH London and the host provider maintaining security and avoiding loss and /or damages in the student accommodation.
- To dress in a manner commensurate with the demands of the position: smart casual for teaching, IH London uniform for activities and excursions. Any uniform supplied by IH London is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating to the role and all pertinent British Council requirements prior to the start of employment.
- To carry out any duties as may be reasonably assigned by the Head of Young Learners.

Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Native English speaker or Native English Level speaker • Knowledge of Young Learner's ELT material 	<ul style="list-style-type: none"> • Educated to degree level or NQF Level 6 equivalent • Current Cambridge CELTA / Trinity TESOL Certificate, PGCE English / ML or equivalent • Trinity Diploma or British Council equivalent
Experience	<ul style="list-style-type: none"> • Previous experience of teaching Young Learners • Academic Management experience • Experience in a residential setting • Experience of working with international students 	<ul style="list-style-type: none"> • Management position on similar Young Learner courses. • Experience of writing own materials and/or materials development • Experience of teaching abroad. • Experience of teaching business English
Personal Skills	<ul style="list-style-type: none"> • 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 • Excellent IT skills • Confidence to take initiative and work autonomously • Commitment to providing a quality service to clients 	<ul style="list-style-type: none"> • Ability to speak other languages
Special Requirements	<ul style="list-style-type: none"> • Satisfactory DBS check (and police check for candidates who live abroad) • Good understanding of business concepts 	<ul style="list-style-type: none"> • First Aid qualified • Safeguarding training

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.