

What is the role of a Future Leader coordinator?

A future leader coordinator is a key member of the centre management team. You will oversee the smooth running of Future leader courses. You will deliver high quality lessons from 9-12.20/2-3.30pm five days a week and coordinate guest speakers and workshops.

What does a typical day look like?

Lesson days

Students on future leader courses have lessons in the morning and afternoon, six days a week. Students will join activities for the final two sessions every day. You will have afternoons to focus on the administration for the FL coordinator position. It is important to ensure guest speakers are well-informed about their visits and the team of FL teachers are kept up-to-date.

Excursion days

Students have one full-day and one half-day excursion a week. Students on FL courses have their full-day excursion on a different day to other students. You will be responsible for ensuring the FL excursions are well-planned by liaising with the Activity manager. It is important the FL teachers and Activity leaders going on excursion are fully informed about the trip in advance.

Arrival/departure day

Students always arrive/depart on Wednesdays. A FL course is two weeks and a second cohort will arrive after the first two weeks. Students will receive an induction to the FL course on their first day after arriving. You will need to liaise with the centre management team about your day off (it can either be excursion day/arrival/departure day).

What skills do I need to do this job?

- CELTA or equivalent
- Excellent interpersonal, communication and organisational skills
- Passion for working with young people
- Genuine interest in the Future leader courses and topics
- Experience managing teachers (or willingness to learn if new to such positions)

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

What training will I receive?

You will receive a comprehensive induction with the centre management team for four days before the centre opens. You will also receive pre-course tasks which will need to be completed online before arriving at the centre. You will receive safeguarding training and tips on how to manage student behaviour

What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

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?

- Academic management positions
- Experience managing and supporting teachers
- Working in educational institutions
- Working with young people

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 Centre Manager and/or Young Learners Management.

POST	Future Leaders Coordinator (RESIDENTIAL)
REPORTING TO	Director of Studies
CAMP DATES, LOCATIONS & STUDENT AGES	<p>3rd July – 7th August 2024 International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p>Dates TBC International House Cambridge, Anglia Ruskin University, East Road, Cambridge CB1 1PT</p> <p><i>At each centre, you will be required to live on-site 2 days before the camp starts and until and including the final dates given above</i></p>
SALARY	£638.25 per week. Plus paid induction programme.
INDUCTION	The full induction will last for 4 days and will include a combination of remote safeguarding and first aid training, group sessions at Head Office, and on-site team inductions
CONTRACT	<p>4-5 weeks</p> <p>Hours of Work: Your normal hours of work are 44 per week over a six day week. This position involves working on weekends and other unsocial hours.</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

What will happen during the camp

You will:

- Deliver high quality lesson to Future leader students
- Support a team of Future leader teachers
- Coordinate guest speaker visits and workshops
- Liaise with the centre management team to ensure all aspects of the FL course run smoothly
- Communicate with Head office about any issues with students/group leaders
- Attend centre management meetings/host meetings for the FL teachers
- Assist with level testing, inductions and arrivals/departures as necessary
- Administer/complete end-of-course report

What will happen at the end of the camp

You will:

- Assist with departures of students as required by the Centre Management team
- Check return of all equipment
- Help to pack up the centre

Complete the recruitment form to apply

Complete the form here