

## JOB DESCRIPTION FOR COURSE DIRECTORS

CONDITIONS: **This job description applies to Residential courses.**

### GENERAL

The Course Director will be paid once for managing the smooth running the course and ensuring that the clients are satisfied with the service that they receive from SUL and that the College is happy with our presence on site.

The Course Director will need to cope with the inevitable variances that occur in a busy short course routine. SUL schools will work to minimise these wherever possible & will inform you of any changes as soon as they occur.

Course Directors should telephone the Academic Manager every other day to report on general progress of the course.

### MANAGEMENT RESPONSIBILITIES

Course Directors are responsible for ensuring that the following tasks are carried out:

- You are overall in charge of the SUL team and responsible for ensuring the success of the course.
- On Cap Monde courses the courses are 'owned' by the French Group Director and so you must work to ensure that he/she is satisfied with the level of service received.
- Ensure that the contractual obligations of SUL towards the client group [often Cap Monde] are observed
- Ensure that the residential college provides the services which it is contracted to provide and that these services (whether food/accommodation etc) are of a sufficient quality
- Liaise between the client group and the college authorities to ensure that good relations are maintained both between the different parties
- Ensure that the college is happy with the behaviour and management of the group so that the relationship between SUL and the college is enhanced
- Support all SUL staff on the course and ensure that there is a consistent and high standard of delivery in line with what is laid out in the Induction handbook.
- Resolving issues that occur by liaising with the relevant parties and finding solutions acceptable to all parties.
- Assist the DOS with mission critical tasks such as testing and act as stand in DOS in cases where the DOS is unavoidably absent.
- Ensure all staff have read and signed the child safeguarding policy, the staff handbook and the health and safety policy.
- Managing the social programme by creating a rota and ensuring that all staff, group leaders etc know what they are doing. Ensuring that all activities have been risk assessed and that staff know to communicate the results of these to all parties (including the students). On Cap Monde courses the actual programme is led by the Group Leaders.

### BUDGETS & STATIONERY

- The Course Director will, with the DOS, also oversee the budget of £1 per student per course which is mostly for teaching supplies. It is the DOS's responsibility to provide sufficient material for the teaching team.
- Ensure that all paperwork is received at the start of the course (in the boxes) and correct forms are put up according to procedures laid out in the induction manual.
- All paperwork (Damage Check form, Fire Lists, Staff Sessions Worked, Records of Work, CD/DOS Expenses Form, Risk assessment forms, Course Director/Director of Studies Feedback Report etc- PLEASE SEE YOUR MANUAL FOR A FULL LIST) must be emailed/sent to SUL in the boxes at the end of the course or electronically.
- Set up and prepare the course office with the DOS.

### COURSE SET UP

- Oversee the arrival and departures liaising between coach companies, SUL Head Office and client groups as necessary including ensuring all students and leaders get a warm welcome.
- Ensure that the bed plans are correct and work with the College Lettings Officer and Group Director to ensure that any problems are quickly resolved.

## **COURSE MEETINGS**

- Liaise with the DOS to ensure contact with all teachers well in advance of the start date and give them all information required including the time and date of the pre course meeting.
- Organise your section of the pre-course meeting with the teachers. Induct the teachers in SUL procedures and in the college rules, orientation and teachers non-teaching responsibilities (including behaviour on a residential site).
- Organise a meeting prior to the start of the course with the College Lettings Officer so that you can become knowledgeable about the site and its rules as well as doing the damage check.
- With the DOS, hold regular daily meetings for all staff either just before or just after lessons.

## **TEACHING & ACADEMIC MANAGEMENT**

- Ensure that we have the contracted number of classrooms, that they are fit for purpose and have the required facilities (whiteboards, IWBs etc).
- This is primarily the responsibility of the DOS but you should assist the DOS where necessary (and especially on mission critical days such as the testing day & the last teaching day) and be prepared to stand in if your DOS is unavoidably absent for any reason
- Your post is normally non-teaching but there may be occasions where you have to cover classes for absent teachers.

## **LIAISON WITH THE GROUP LEADERS**

- To ensure every group gets a really warm welcome on arrival.
- Build up a good rapport with the Group Director and Leaders to gain a better understanding of the how the course is progressing.
- Work with Group Director to solve problems and to maintain good discipline in your centre.
- Speak to any Group Director on a daily basis to find out how the course is going from their perspective and make any necessary changes.
- Fill in the Group Director feedback form with the Group Director on the 3<sup>rd</sup> or 4<sup>th</sup> day and report back to SUL on issues arising and their remedies.
- Assist the Group Director in their excursion planning and town visits as they may not be fluent in English or have any previous experience of the area.
- Ensure the Group Director and Leaders fill in the telephone logs correctly.
- Ensure that the Group Director is aware that any costs other than the agreed programme must be paid for out of their budget and payment returned to SUL (in the boxes)

## **LIAISON WITH THE DOS**

- Work with the DOS to ensure the success of the course in every aspect.
- Act as cover for the DOS to cover any absences or breaks where necessary.
- Run the pre-course meeting and daily teachers' meetings with the DOS.

## **LIAISON WITH THE COLLEGE LETTINGS OFFICER**

- Meet the College Lettings Officer prior to the start of the course and go through the damage report, fire drill arrangements, programme, access including key allocation and key codes, timings of arrivals/departures, meal times etc (see induction manual)
- Ensure fire drill is completed within the first 24 hours of the group arrival
- Get a guided tour of all facilities used by SUL including bedrooms & leaders' rooms, showers and toilets, laundry facilities, Group Director's office, sick bay/first aid room, common rooms, staff room, student telephones for outgoing calls, areas where we need to keep noise down (on-site staff living quarters) etc (please see induction manual).
- Meet the college lettings officer on a daily basis (or in agreement with him/her) to review progress.
- Work to ensure SUL good relations with the college are maintained.
- Check the cleaning schedule & laundry schedule.
- Ensure all bedrooms have a fire escape notice and if not put up SUL fire notice in every room without.

## **LIAISON WITH THE HEAD OF CATERING**

- Meet the person responsible for the catering and forge a good relationship with them
- Check all timings, menus, packed meals, special diets etc (please see induction manual).

### **LIAISON WITH SUL HEAD OFFICE**

- Report to SUL Head Office regularly, on any issues to do with the coordination of the course.
- Return all documentation to Head Office in a timely manner as laid out in your induction manual.
- Feed back all Group Director, staff or college concerns to SUL head office in a timely manner with an explanation of what you are doing to resolve any issues that arise.
- Report at least weekly on the progress of your course.
- Contact SUL head office if you have any problems regarding relationships with Group Leaders or College representatives

### **LIAISON WITH COACH COMPANIES**

- Liaison with Arrival/Departure coaches is done with SUL Head Office who will inform you of any changes.
- Ensure the excursion coach company is contacted 2 days prior to the group's arrival to confirm their destination and the timings.

### **OTHER DUTIES**

- Organise the activities programme as a rota which is fair to all staff.
- Help Group Directors with organising their programme where required.
- Be the lead SUL staff member on every Saturday excursion.
- Organise a successful fire drill
- Create risk assessments for whole day excursions (and all other activities on a SUL branded course).

### **STUDENT WELFARE**

- To accompany any student/group leader to doctor/hospital if necessary
- To ensure all staff have read and signed the Child Safeguarding policy and have understood its implications to their working practices.
- To ensure that risk assessments are carried out for both the teaching environment and for every activity or excursion and that the findings of these are communicated to all parties especially students and any group leaders.
- To ensure students understand the programme, have the ability to suggest modifications (in their groups) and how to make a complaint.
- To ensure students understand the implications of UK law in respect of their age and particularly where it differs from in their home country
- To ensure all students receive all promised paperwork (inc ID cards etc) and that they have ID cards with them at all times
- To act as SUL welfare officer for any students who want to speak to an adult about any safeguarding issue that they may be experiencing
  - Ensure that any teacher whose DBS is 'in process' is NOT left alone with a student or placed in a situation that could leave either party vulnerable

### **DISCIPLINE & DRESS**

- Ensure all teachers are aware that standards of behaviour are stricter in a residential environment.
- All staff's standard of dress must be acceptable to our clients. Dress code is smart casual.

### **IMPORTANT!**

- **You may not go off site overnight without permission from SUL Head Office.**
- **Your day off is Sunday – please ensure the Group Director know this.**
- **This is a job where you will be on call to assist the group almost 24 hours a day!**
- **It is your job to ensure that the SUL staff have signed the staff handbook (and if necessary the health and safety manual) as well as the child safeguarding policy to say that they have read and understood them.**

- **NEVER** under any circumstances administer medication to any students or any other members of staff, this covers all oral medication including aspirin, paracetamol, and cough medicines. Please check allergies to plasters before applying.

### **ESSENTIAL REQUIREMENTS FOR THIS POSITION:**

Excellent communication, organisational skills & the willingness to be flexible.  
Experience of managing teams  
High level liaison and communication skills  
Enthusiastic student centred approach.  
Friendly and outgoing personality  
Experience of leading a team of teachers an advantage.

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE AS COURSE DIRECTOR BEFORE YOU SIGN YOUR CONTRACT.