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## COURSE DIRECTOR

### Bishop's Stortford College International Summer School



Experio English is a partnership between EngXcel and Experio Summer which will deliver quality English language tuition at all levels and in accordance with British Council standards at Bishop's Stortford College International Summer School in July and August. The BSC International Summer School is open to all international students travelling individually (13-17 yrs) or as part of an accompanied group (8-17 yrs).

Successful applicants will be employed by EngXcel Ltd.

Course Directors are required to have a high-level teaching qualification such as DELTA or Trinity Diploma in TESOL or equivalent. This is in addition to a university degree and an initial teaching certificate such as CELTA or CertTESOL.

Note: Free on-site accommodation is available with this position.

Job title	Course Director
Location	Bishop's Stortford College, Maze Green Road, Bishop's Stortford, CM23 2PQ
Reporting to	Academic Manager & Managing Director
Responsible for	EFL Teachers and Admin Support Assistant
Length of appointment	Fixed-term: Monday 1 July – Monday 19 August 2024, 7 weeks + 1 day Note: w/c 1 July will be remote working. On-site work commences Monday 8 July. Only candidates available for the entire contract will be considered.
Probation period	NIL
Salary	£675 per week, plus holiday pay at 12.07% (£81.47 per week)
Hours of work	The normal hours of work for this position are 08.30-16.00, Monday to Friday with 45 minutes for lunch. No weekend hours. However, in accordance with the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.
Annual leave	The annual holiday entitlement for a full-time equivalent employee is 28 days in each holiday year which includes statutory and public holidays. Your rate of pay has been calculated to include holiday pay as accrued.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

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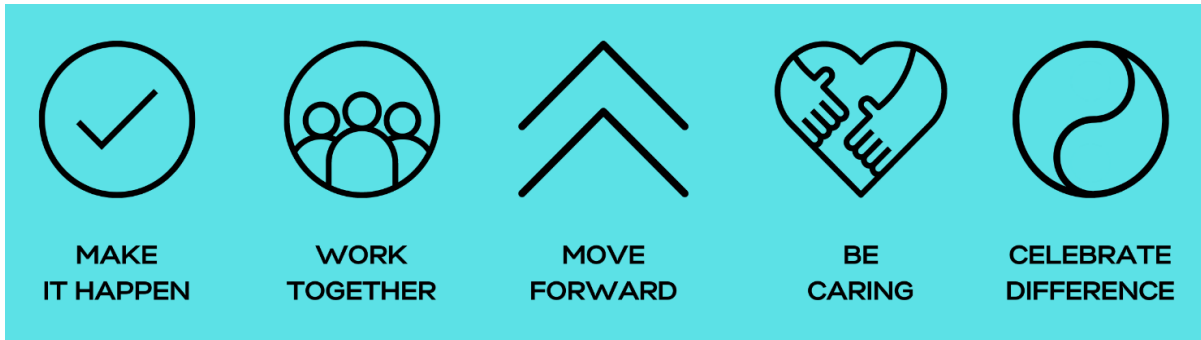
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### Mission Statement & Values



EngXcel's mission is to respect equality, diversity and inclusion in helping people from the global community to learn English.

We aim to provide a supportive and welcoming environment which enables all our students to develop their English language skills to the full and to explore British life and values, as well as encouraging tolerance and cultural awareness amongst all our staff, students and partners.

Ensuring comfort, safety and wellbeing in our school community is at the heart of everything we do.

### Overview

We provide the English-language element of BSC International Summer School. BSC ISS operates a six-week summer school split into three courses:

Course 1:	10 – 22 July
Course 2:	24 July – 5 August
Course 3:	7 – 19 August
Course Director induction and preparation:	1 – 5 July
Staff induction days:	8 - 9 July

We work with young learners aged 8-17 years. Following level assessments on their first morning, students are grouped into classes (max. 16 students) appropriate to their age and level of English, using the Common European Framework of Reference for Languages (A1-C2).

Intensive English or IELTS Preparation options are available in the afternoon for motivated students wishing to make additional progress with their communication skills in English (speaking, listening, reading, writing) or to prepare for the IELTS test when they return home.

BSC ISS offers excellent classroom and teaching facilities with up-to-date IT and AV equipment in every room. It is our expectation that teaching staff will use this equipment to provide the best possible language-learning experience that will encourage engagement and interaction from all participants.

With an entirely new intake of students every two weeks, it is permissible to reuse course planning and material, vastly reducing the amount of preparation time required.

At the end of each two-week course, teachers will produce a short report for each of their students. This will be presented along with their attendance certificate.

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### **Purpose of Post**

You will have overall management of the academic programme, ensuring it is of the highest possible standard, delivering the maximum benefit to students.

You will have line-management responsibility and duties for the teachers and administrative support staff assigned to this programme.

You will ensure a high-quality English-language programme is delivered in accordance with the Syllabus, guidelines, Teacher Standards and overall school operating procedures.

For all on-site academic matters, you will be the go-to contact person for our teaching staff, partners, parents, agents, and group leaders.

You will champion the welfare, safeguarding and wellbeing of all students and staff, and act in accordance with the school's Welfare and Safeguarding Policy and Procedures.

You will teach when necessary.

### **Key Responsibilities**

#### **• General Management**

- Communicate and liaise with key stakeholders, including our on-site partners, central team to ensure the smooth running of the academic operation and how it integrates within the wider programme.
- Be present – remain accessible and always maintain open lines of communication while on duty.
- In conjunction with the Academic Manager and Managing Director, lead the Induction Days, held over the two days before testing and class allocation.
- Actively seek and act upon feedback from students, staff and parents/group leaders on a regular and ongoing basis throughout the programme.
- Conduct short daily and weekly staff meetings to ensure all staff are present, briefed and prepared for the day/week ahead.
- Be knowledgeable in British Council accreditation criteria, ensuring academic management achieves, maintains and, where possible, exceeds the standards set out. Take an active role in any British Council inspection.
- Maintain and submit accurate staff records for payroll and HR purposes.
- Assist in setting up and closing the summer school, returning all materials and equipment as appropriate.
- Always represent EngXcel and its partners positively in all communication with clients and staff.
- Submit a final summary report to the central team within 5 days of the summer school closing.

#### **• Course Management**

- Ensure the academic programme is delivered in accordance with the Syllabus, guidelines, Teacher Standards and overall school operating procedures.
- Ensure a consistently high standard of teaching is maintained through provision of well-planned, well-taught and relevant lessons, appropriate to each age group and level.
- Carry out teacher observations, appraisals and give regular feedback – keep documented

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records of this.

- Identify training needs and liaise with central Academic Manager to meet these needs. Deliver training as appropriate, including establishing weekly CPD sessions to meet identified knowledge/skills gaps.
  - Support teachers as needed, guiding newly qualified staff as appropriate.
  - Manage performance as needed.
  - Conduct first-day placement testing, including oral assessments. Allocate teachers and students to appropriate classes and levels.
  - Ensure completion student reports and provision of attendance certificates.
  - Collect, review, collate and store teacher paperwork such as lesson plans and schemes of work. Follow up with teachers where necessary.
  - Be accountable for all academic resources and equipment – ensuring any replacement, replenishment or repair is requested in a timely fashion. Report any loss or damage immediately.
  - Teach when necessary – e.g. in the case of last-minute staff absence.
- **Safeguarding, Welfare and Supervision**
    - Champion the welfare, safeguarding and wellbeing of all students and staff, and act in accordance with the school's Welfare and Safeguarding Policy and Procedures.
    - Be the on-site Child Protection Officer in relation to the operation of the academic programme.
    - Adhere to the Company's safeguarding, welfare and supervision policies and procedures.
    - Ensure staff and students are in the right place at the right time.
    - Report all incidents and accidents in accordance with training and Company procedures.
    - Attending First Aid, Prevent & Safeguarding training as necessary.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company.

Note: Any offer of employment will be subject to:

- any gaps in employment history being satisfactorily explained.
- on date of commencement, you are contractually free to join EngXcel Ltd. Also, that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, your supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' and 'Safeguarding' training

It is a condition of employment that, on receiving their DBS check, employees of EngXcel Ltd register for and maintain a DBS Update Service subscription for the duration of their employment.

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**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/qualifications</b>	<ul style="list-style-type: none"> <li>• First degree</li> <li>• Minimum level 7 RQF in ELT/TESOL (e.g. DELTA) – must be issued by a nationally recognised validation body and include at least six hours’ observed teaching practice.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree, diploma or equivalent in a relevant subject</li> <li>• Appropriate, valid First Aid and/or Child Protection certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Broad range of teaching experience</li> <li>• Knowledge of English Language examinations (including IELTS)</li> <li>• Experience of teaching young learners</li> <li>• Experience of academic administration</li> </ul>	<ul style="list-style-type: none"> <li>• Academic management experience including training and development of teachers</li> <li>• Experience of working in a child protection/safeguarding environment</li> <li>• Experience of working in a primary or secondary school setting</li> <li>• Knowledge of fire, health and safety regulations</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and team-working skills</li> <li>• Good working knowledge of Microsoft Office packages; proficient in the use of Outlook, Teams, Word and Excel</li> <li>• Well organised, methodical and thorough</li> <li>• Accuracy and attention to detail</li> <li>• Ability to cope well with a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills; proficient in the use of Microsoft programmes</li> <li>• Experience in using interactive smart board technology in a teaching environment</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Outstanding communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to motivate others and build teams</li> <li>• Flexibility to adjust to change</li> <li>• Positive attitude</li> </ul>	

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