

## ASSISTANT CENTRE MANAGER (2020)

### Our Courses

Students who attend our courses participate in mixed-nationality English classes and a varied activity and excursion programme. We run a zigzag timetable in most of our centres, which means that there are usually morning and afternoon lessons. There is also the possibility of teaching on weekends (see specific centre programmes). Our daily activity programme covers a wide range of sporting and non-sporting activities. We also provide an extensive and enjoyable social programme in the evenings. The excursion programme allows the students to visit interesting places in the local area and also popular tourist destinations.

### Person Specification

You need to be <b>eligible to live &amp; work in the UK and be 18 or over</b>	
<b>ESSENTIAL</b> You <u>MUST</u> ...	<ul style="list-style-type: none"> <li>• have native or near native level of fluency in English</li> <li>• have a degree or equivalent</li> <li>• have management experience</li> <li>• have good IT skills</li> <li>• have excellent interpersonal &amp; communication skills</li> <li>• have the ability to inspire a team</li> <li>• have experience working with Young Learners</li> <li>• be flexible &amp; motivated</li> <li>• have a genuine Interest in management &amp; student welfare</li> <li>• be willing to work as part of a team</li> </ul>
<b>DESIRABLE</b> You <u>SHOULD</u> have...	<ul style="list-style-type: none"> <li>• a Masters or equivalent</li> <li>• have a Trinity Diploma in TESOL or Cambridge Delta or PGCE – TEFL/TESOL with experience</li> <li>• experience working in residential language schools for Young Learners</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• experience planning excursions</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> </ul>

### Job Description

The Assistant Centre Manager reports to the Centre Manager

#### Main Duties & Responsibilities

- To be responsible for the welfare of the students, leaders and staff.
- To maintain good relations with the College by liaison with their key staff.
- To maintain good relations with Group Leaders by personal contact and through the Group Co-ordinator where applicable.
- To maintain good relations with students by personal contact, through key Staff and by conducting regular course meetings.
- To maintain good relations with teachers and activity staff, working both directly with them and through the Academic Manager and Activity Manager.
- To be responsible for the running of the host family side of the residential course if applicable.
- To lead, motivate and manage the other key staff to ensure that the programme is effectively implemented.
- To liaise with the Elac Principals, Director & Operations Manager over difficult or sensitive issues, or where support is required.
- To carry out the 24hr emergency duty (on a rota basis).
- To complete Elac's online induction and training prior to arrival in the centre.

#### General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

Further guidance on what is expected in this role can be found in the Centre Manager's Handbook.

## ASSISTANT CENTRE MANAGER

### Working Hours

The Assistant Centre Manager works six days out of seven each week and is part of a duty rota with other senior staff. Due to the nature of summer schools we expect management staff to be flexible in relation to working hours.

**Attendance at a Staff Training day at the centre (prior to student arrival) is required as part of this contract.**

### Remuneration

There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken in to consideration when deciding an applicant's salary level.

**This post is residential & includes residential board and accommodation.** A deduction of £57.40 for accommodation has already been taken from the figures below.

Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

Below are examples of gross earnings per week at all levels when no holiday days have been taken.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>ASSISTANT CENTRE MANAGER</b>	£525.00pw	£540.00pw	£555.00pw	£570.00pw	£595.00pw
<b>+ 12.07% HOLIDAY PAY</b> <i>(if no holiday taken)</i>	£63.37pw	£65.18pw	£66.99pw	£68.80pw	£71.82pw
<b>TOTAL WEEKLY PAY</b>	<b>£588.37pw</b>	<b>£605.18pw</b>	<b>£621.99pw</b>	<b>£638.80pw</b>	<b>£666.82pw</b>

**This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.**

### Safeguarding

**We are committed to safeguarding and promoting the welfare of children. We require all employees to do an enhanced DBS check (or equivalent Police check), provide 2 references and 2 proofs of ID, and to read and implement our safeguarding policy. We also require prospective employees to explain any gaps in their employment history. Further policies can be found in the Staff Guide and Handbook.**

### Centre Dates

Below are the centre dates for summer 2020. The dates are when the first groups of students arrive at the centre. Staff will be required to attend staff training a day prior to the student arrivals. Also included are the possible contract lengths at each centre.

Centre	First Student Arrival day (Staff training on day before arrival day)	Contract Lengths
Bath Spa University, Bath	Tuesday 30 <sup>th</sup> June	4 – 6 Weeks
Eastbourne College, Eastbourne	Wednesday 1 <sup>st</sup> July	4 – 6 Weeks
Nottingham University, Nottingham	Wednesday 1 <sup>st</sup> July	4 Weeks
Cardiff Metropolitan University, Cardiff	Wednesday 1 <sup>st</sup> July	4 Weeks
Christ's Hospital School, Horsham	Wednesday 8 <sup>th</sup> July	4 – 6 Weeks
St. Andrew's School, Eastbourne	Sunday 5 <sup>th</sup> July	4 Weeks
Mayfield School, Mayfield	Tuesday 7 <sup>th</sup> July	3 - 4 Weeks
Ardingly College, Haywards Heath	Monday 6 <sup>th</sup> July	4 - 6 Weeks