

## ASSISTANT CENTRE MANAGER (2024)

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

### Job Overview

The role of the Assistant Centre Manager is a high profile, wide-ranging and challenging role. It is also varied, interesting and rewarding. It is excellent preparation for those members of staff who would like to build up experience that would enable them to run centres themselves in the future. There are two aspects to the role of the Assistant Centre Manager; Supporting the Centre Manager and managing specific areas of responsibility including student welfare, homestay students, and excursions.

### Person Specification

You need to be **eligible to work in the UK and be 18 or over**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• have a degree or equivalent</li> <li>• have the ability to inspire a team</li> </ul>	<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>• a First Aid certificate</li> <li>• Child Protection Training</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of qualifications</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• have management experience</li> <li>• have experience working with Young Learners</li> </ul>	<ul style="list-style-type: none"> <li>• experience working in residential language schools for Young Learners</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• experience planning educational visits</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• have a proficient level of fluency in English</li> <li>• have good IT skills</li> <li>• have excellent interpersonal &amp; communication skills</li> <li>• be flexible &amp; motivated</li> <li>• be willing and able to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• have a genuine Interest in management &amp; student welfare</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

## Job Description

The Assistant Centre Manager reports to the Centre Manager

### Pre-Course

- To complete Elac’s online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.
- To deliver the All-staff training alongside the Centre Manager.

### Management

- To be responsible for the centre, its staff, and students in the absence of the Centre Manager
- To carry out the 24hr emergency duty (on a rota basis).
- 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 homestay side of the 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.

### Safeguarding

- To be responsible for the welfare of the students, leaders and staff on the course.

### 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 and Senior Staff Guide.**

**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.**

## 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 management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.
- Attendance at the Key Staff Meeting is desirable with arrival to Bath on Wednesday 26<sup>th</sup> June (eve) with training on Thursday 27<sup>th</sup> and Friday 28<sup>th</sup> June 2024.

## 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 into consideration when deciding an applicant’s salary level.
- Full residential board and accommodation part of the role.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>ASSISTANT CENTRE MANAGER</b>	£695.00pw	£710.00pw	£725.00pw	£740.00pw	£765.00pw
<b>+ 12.07% HOLIDAY PAY</b>					
<i>(if no holiday taken)</i>	£83.89pw	£85.70pw	£87.51pw	£89.32pw	£92.34pw
<b>TOTAL WEEKLY PAY</b>	<b>£778.89pw</b>	<b>£795.70pw</b>	<b>£812.51pw</b>	<b>£829.32pw</b>	<b>£857.34pw</b>

## Easter Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Eastbourne College, Eastbourne	10 – 17 years	23 <sup>rd</sup> March	24 <sup>th</sup> March – 13 <sup>th</sup> April	3 Weeks
Prior Park, Bath	10 – 17 years	29 <sup>th</sup> March	29 <sup>th</sup> March – 13 <sup>th</sup> April	4 Weeks

**Summer Centre Dates**

<b>Centre</b>	<b>Student Ages</b>	<b>On-site Management Training</b>	<b>Contract Dates</b>	<b>Contract Lengths</b>
Bath Spa University, Bath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June – 12 <sup>th</sup> August	4 – 6 Weeks
Ardingly College, Haywards Heath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June – 12 <sup>th</sup> August	4 - 6 Weeks
Nottingham University, Nottingham	10 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 30 <sup>th</sup> July	4 Weeks
Eastbourne College, Eastbourne	10 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 13 <sup>th</sup> August	4– 6 Weeks
Christ's Hospital School, Horsham	10 – 17 years	1 <sup>st</sup> July	1 <sup>st</sup> July – 14 <sup>th</sup> August	4 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 14 <sup>th</sup> August	4 - 6 Weeks
Prior Park College, Bath	10 – 17 years	6 <sup>th</sup> July	7 <sup>th</sup> July – 5 <sup>th</sup> August	3 - 4 Weeks