

Academic Manager (Residential)

About Us

St Giles has 69 years' experience in providing high quality English courses. From the moment our young learners arrive, St Giles staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

St Giles Juniors attracts students from more than 50 different countries and is a highly regarded summer school provider. Our residential Juniors programmes welcome children from age 8 to 17 and 5-17 on Family Courses. All staff are considered ambassadors of the company and are challenged, both individually and collectively, to share the organisation's ethos and actively contribute towards achieving its objectives.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ people who are willing to accept this responsibility and have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best junior course provider.

It will be necessary to always put the welfare of students first. The working day is challenging and can be very tiring, but also filled with teamwork and a real sense of achievement in delivering an exceptional programme, ensuring that our students have a positive experience from the moment they arrive.

Job Description

Reports to: Centre Manager and additionally to other Directors and senior management within the organisation, as and when required.

Duties

Set Up and Close Down:

- Assist in the setting up of the school and assigning duties to staff as required.
- Unpack and pack resources at the beginning and end of the course and monitor usage, reporting any missing or damaged materials to the Centre Manager.
- Lead academic staff induction and training and subsequent weekly meetings throughout the course.
- Welcome the students on the first Sunday, co-ordinating orientation around the site, allocation of and checking into rooms, banking, calls home and initial "getting to know you" entertainment
- Assist in induction of students and group leaders onto course.
- Check classrooms are in good order and equipped with necessary facilities. Prepare first day placement tests and teachers' schedules

The Course:

- Advise and support teachers in the delivery of lessons and conduct weekly in-house CPD sessions (these may be delivered online and teachers from our St Giles schools may attend).
- Conduct teacher observations and appraisals, regularly monitoring performance and providing feedback.
- Check through class groups and allocate teachers accordingly.

Job Description

- Welcome students on Sunday, explaining the academic programme and expectations
- Make amendments to classing as required after placement testing in class on Monday
- Ensure the prompt completion of student report forms, certificates and other academic documentation.
- Assume overall responsibility when the Centre Manager is off site.
- Take responsibility for conduct in the school building e.g. locking up, lights off, general tidiness, etc.
- Take part in one full day excursion per week.
- Assist with the social programme as required.
- Form a close working relationship with the Centre Manager and the Activity Manager, taking an active part in the day to day running of the centre.
- Supplement the given syllabus with local materials and project lessons. Ensure copies of these materials are sent to Juniors Head Office.
- In centres with lower numbers and during peak weeks, Academic Managers may be required to teach.

Students:

- Co-ordinate with the Centre Manager and centre staff on arrival and departure duties to ensure the safe arrival/departure of all students.
- Ensure the health and safety, welfare and discipline of students, anticipating discrimination, bullying, and damage.
- Monitor the whereabouts of students through roll-calls at assembly, lunch-time and in the evenings, ensuring that homework supervision and lesson times are respected.
- Monitor student performance and satisfaction through student reports, classroom records, weekly progress checks, end-of-course online questionnaires etc. Take appropriate and swift action to any problems/ issues communicated by students/ agents/ group leaders/ teachers.

Safeguarding:

- Take responsibility for the welfare of all St Giles Juniors students. Report any safeguarding concerns to the Centre Manager.
- All staff are required to complete online safeguarding training prior to start of contract

Other:

- Welcome visitors to the programme as required (e.g. third party agents, colleagues from St Giles, language agencies, accrediting inspectors etc.).
- All other reasonable requests.

Job Description

Person Specification

Essential	Desirable
Eligibility to work in UK	Experience of working in a management position at residential junior summer school
18+ years old	YL qualification
Native/ near native level of English	Experience in a customer facing or customer service role
DELTA/ MA Tefl or equivalent	Experience in syllabus/ materials development
Experience in managing a team	First Aid qualification
Experience of working with children and/or teenagers in a residential summer school	
Ability to react positively to quickly changing and high pressure circumstances in a calm, collaborative and professional manner	
Can-do, approachable, positive and friendly attitude	
Excellent organization and interpersonal skills	
Experience and competence in Microsoft Office packages	

Sample Weekly schedule

Academic Manager: Typical Working Week 60 hours							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 0800-1200	Welcome new students	Admin	Admin	Full Day excursion to Bath	Admin/ lesson observation	Full Day Off	Admin
Lunch 1300-1400	Lunch supervision	Teachers Meeting					Lunch Supervision
Afternoon 1400-1800	Register new students				Materials prep/ observation feedback		
Dinner 1800-1900			Dinner supervision and break		Dinner Supervision + Break		Dinner supervision and break
Evening 1900-2300			Disco Night				

Salary

£642 per week, full board accommodation provided. Plus accrued holiday pay.

Returnees

At the end of the successful completion of their contract, returnees will receive a bonus based on the number of summer seasons they have been employed by St Giles Juniors since 2022.

Summers 2022 and 2023 - **£120**

Summer 2023 - **£60**

Reviewed by Kate Knight - December 2023

Job Description

Course location and dates

The St Giles Juniors residential Summer programmes will be based at
University College London
Oxford Brookes University
The University of Brighton
The King's School, Canterbury

The St Giles Family Course programmes will be based at
De Morgan House, London
Jubilee Library, Brighton
St Mary's School, Cambridge

Courses run from 23rd June to 11th August 2024 (centre dependant)

On site induction and set up will be up to two days before the start date. Management training weekend will take place on the 8th-9th June 2024.