

## **Academic Manager (Residential)**

### **About Us**

St Giles has 70 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, depending on location. 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:** onsite Centre Manager and additionally to the Director of Juniors/Regional Operations Managers and other 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.
- Class students according to their initial CEFR level, check through class groups and allocate teachers accordingly.
- 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 meetings and/or CPD sessions
- Conduct teacher observations and appraisals, regularly monitoring performance and providing feedback.
- Welcome students on arrival day, explaining the academic programme and expectations

**Job Description**

- Ensure placement tests are carried out and results are shared with the teachers in good time
- 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.
- Organise the weekly graduation ceremony
- Assume overall responsibility, on a rota basis with Activity Manager, when the Centre Manager is off site.
- Take responsibility for conduct in the school building e.g. locking up, lights off, general tidiness, etc.
- 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.
- Ensure teachers have the equipment/stationery/resources they require and order equipment where required
- For emergency cover or in centres with lower numbers in quieter 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 rollcalls at assembly, lunch-time and in the evenings, ensuring that 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.
- Check in with all groups every morning to ensure all students are present in class and inform the CM immediately if there are any absences
- 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.

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
Eligibility to work in UK	Experience of working in a management position at residential junior summer school
18+ years old	DELTA/MA Tefl or equivalent
Native/near native level of English	YL qualification (CELTYL or IHCYLT)
At least 3 years of relevant teaching and/or management experience	Experience in managing a team
CELTA/Trinity CERT Tesol or equivalent	Experience in syllabus/ materials development
Experience of working with children and/or teenagers in a residential summer school	First Aid qualification
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	

**Salary**

**£702** per week, full board accommodation on site included. Plus, accrued holiday pay.

**Requirements of the Job**

- Attendance at management training and induction
- Attendance for the length of the contract on six days per week
- Enhanced DBS check (paid for by St Giles Juniors)

**Timetable**

Academic Managers work up to 55 hours a week with one day off a week as do other members of the onsite management team. All onsite managers will need to take the emergency phone overnight on a rota basis. If required to work during the night, overtime will be paid at the usual hourly rate. Details on request.

**Returnees**

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

3 or more summers (2022, 2023, 2024) - **£180**

2 Summers (2023 and 2024) - **£120**

1 Summer (2024) - **£60**

**Job Description**

**Course location and dates**

The St Giles Juniors **residential** summer programmes will be based at

University College London  
Oxford Brookes University  
The King's School, Canterbury  
St Mary's, Cambridge  
The Ackworth School, Yorkshire

Residential courses run from 29<sup>th</sup> June to 10<sup>th</sup> August 2025 (Centre dependant. Please check dates for your preferred centre)

**Induction and training**

On site induction and set up will be up to four days before the start date.

London Juniors – 25<sup>th</sup> to 28<sup>th</sup> June 2025

Oxford, Canterbury & Cambridge Juniors – 2<sup>nd</sup> to 5<sup>th</sup> July 2025

Yorkshire Football Academy – 5<sup>th</sup> to 8<sup>th</sup> July 2025

*St Giles Juniors is committed to a safer recruitment policy that requires all applications to provide a full and up-to-date work and education history. You will be asked to explain any gaps in your CV. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s. Conditional offers are also subject to an enhanced check through the Disclosure and Barring Service and/or a police 'certificate of good conduct' from country of residence.*