



Job Description Shrewsbury Course Director



1. About us

Discovery Summer, with **over 20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK for international students. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children and teenagers to learn and explore during the summer.

Many of our **staff come back year after year – over 60% in 2024** - excited by the opportunities for personal and professional development while working on multi-talented, friendly teams.

2. Job Overview

We are looking for an **inspiring and enterprising** Course Director committed to delivering a high-quality, junior residential programme in a leading independent school. Candidates will have **high aspirations** and the ability to promote and deliver the **values and ethos** of Discovery Summer to a team of approximately 15 staff.

You are responsible for managing and leading the course effectively and for the safety and well-being of all course participants (students, English Student Hosts, staff, Group Leaders, and visitors). You will work closely with Head Office to ensure an **exceptional student experience** and that the needs of all parties are met and, wherever possible, exceeded.

As the head of the senior management team on the course, a high standard of **professionalism and commitment to growth and development** is required - many of our Course Directors come back year after year.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- First degree (any discipline)

You need to be able to:

- Lead, manage and motivate a diverse team of 15
- Provide outstanding customer care to the host centre, agents, group leaders, parents, students, student hosts and staff
- Work with international children and teenagers
- Pick up on detail, enjoy working to exacting standards
- Anticipate, recognise and resolve problems while maintaining a calm and positive manner
- Establish good discipline where all course participants feel motivated and valued
- Consistently perform well in a fast-paced, pressured environment
- Confidently use Google suite and Microsoft 365
- Oversee a busy centre with energy and enthusiasm

To succeed in this role, you should already have:

- Demonstrated long-term commitment/progression within an organisation
- Experience in performance management
- Recent experience working with international students
- Recent experience working in a leadership role in a residential setting

We love working with people who:

- Have a genuine interest in delivering a high-quality programme
- Have outstanding interpersonal/communication skills
- Have proven organisational, administrative, IT and record-keeping skills
- Are culturally aware and genuinely enjoy working with children and teenagers
- Have high aspirations and the ability to deliver Discovery Summer's values and ethos
- Are committed to professional growth and receptive to feedback
- Energetic, creative and positive

4. All Discovery Summer staff must

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Work at a leading independent school



Shrewsbury School, Shropshire Academies 11-16 years

Induction/Set up: Sat 28 June - Tues 1 July
Course dates: Wed 2 July - Wed 30 July
Staff depart on Thursday 31 July

Contract length: 4.5 weeks

6. Salary, benefits and working conditions

- Salary of up to **£1282** (£948 + 12.07% statutory holiday pay and contract completion bonus of **£220** per week)
- One-off payment of **£455** for pre-course work
- **Discretionary performance bonus**
- Set up and induction (usually 3-4 days) paid pro-rata
- 1 day First Aid training is offered (subject to availability) + additional one-off payment of £85.50
- Full board accommodation is provided - **worth £74.62 per week**



- You'll work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You'll have one 24-hour period off per week



- Programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated at the course centre, normally in a single room in a student residence with shared bathrooms



- The welfare of all course participants is our priority. You must always be available to respond to any situations as required



- Dress Code: smart casual (i.e. no casual/ripped jeans, T-shirts, shorts or flip flops)

7. Role and responsibilities

Pre-course Duties (before arrival at centre)

- Read all Staff handbooks, job descriptions, checklists, and DS publicity materials e.g website, fact sheets, blogs
- Be clear about the senior management team roles: Director of Studies, Social Director, Administrator
- Attend the Senior Staff training weekend (4-6 April 2025)
- Plan and lead the online 'getting-to-know-you' session in June
- Attend and participate in the online welcome session for parents/students in June
- If unfamiliar with the centre, Head Office will arrange a visit
- Familiarise yourself with Discovery Summer's online systems so that you can guide staff to use them effectively
- Contact all staff members for your course, introducing yourself and setting clear expectations
- With HO, plan rooming list, rotas, induction, and centre set-up preparation
- With the rest of the senior management team (SMT), plan fine details of the course
- Be clear on all matters relating to the centre e.g. rules, use of facilities
- Be clear on any groups joining the course who may have specific programmes/requirements

Pre-course (at course centre)

- Meet host centre liaison staff to organise official handover, including damage check and risk assessments. Ensure clear communication systems and daily meeting times are in place
- Ensure stock is carefully unpacked and stock orders are coordinated
- Ensure all arriving staff receive a warm welcome, set an appropriate and professional tone at induction
- Deliver sections of the staff induction and create opportunities for team building
- Ensure centre and staff are prepared before students arrive, including detailed arrival day timetable

Staff management

- Line manage the senior management team
- Manage all staff even-handedly and resolve any staff queries
- Report all staff issues to HO (i.e. absence, sickness, performance concerns, complaints) following our procedures
- In collaboration with HO, support senior team to resolve any departmental staff issues
- Ensure that the staff appraisal system is carried out effectively and promptly
- In collaboration with Head Office, manage disciplinary and grievance procedures
- Ensure staff work together as a team for the benefit of the students and requirements of the course

Centre management

- Take overall responsibility for the successful running of the course, including the health & safety, security and welfare of all course participants.
- Provide direction and leadership for all Discovery Summer course participants
- Maintain excellent relations with the host centre staff and ensure the facilities are properly looked after.
- Hold daily meetings, providing agendas and minutes as follows: centre liaison staff, senior staff, whole staff, students, group leaders, house parents. Hold additional group or individual meetings as required
- Ensure staff rotas are such that students are adequately supervised 24 hours per day
- After consulting HO to clarify best means of communication, ensure parents (via representatives, if appropriate) are contacted in case of student disciplinary issues, homesickness, illness, and changes to any pre-paid options (exam courses/special options). Involve group leaders where appropriate
- Decide, with HO, who will take over CD responsibilities on your day off and inform DS and host centre
- Lead by example; do some wake up/mealtime/bedtime duties as required
- Regularly liaise with Head Office about students, staff and facilities – be transparent in your communication
- Plan ahead, be sufficiently flexible to deal with unexpected situations

Quality Control

- Ensure the programme at the centre is delivered according to the Discovery Summer standards as laid out in publicity materials, staff handbooks and according to any other information from Head Office
- Monitor all areas of course daily, e.g. facilities, delivery of programme and safeguarding/welfare
- Collect informal and formal feedback from all course participants, act quickly to improve standards
- Assist the DS consultant with the Quality Assurance visit to your centre
- Ensure that the blog is regularly and appropriately updated with a balance of academic and social material and is reflective of the high standards of Discovery Summer
- Maintain the good reputation of Discovery Summer

Customer Care

- Welcome students and English Student Hosts and all external visitors to the centre and ensure they are well looked after
- Ensure Group Leaders are properly looked after and involved in the programme
- Welcome visiting representatives and parents warmly and professionally
- Maintain good relations with all external services. If any problems occur, written records of events must be kept, and HO informed

Safeguarding, Welfare, Health & Safety

- Act as Designated Safeguarding Person (see separate job description) and always prioritize the safeguarding and welfare of all course participants
- Ensure all minor welfare issues are logged on the DS Portal and all confidential safeguarding issues are reported following our procedures
- Maximise every opportunity for students to mix and practise their English
- Review daily log, ensure details of incidents and action points are sent through to Head Office each evening
- Be responsible for the Health & Safety of all course participants: carry out initial risk assessments and update as necessary, report issues and follow up, carry out fire drills
- Ensure staff are always sensitive to the welfare of students for whom they are responsible
- Ensure students, staff and student hosts receive a full induction and are clear about rules and behavioural expectations
- Ensure 'latecomers' (staff) are appropriately inducted and provided with a buddy
- Ensure the student behaviour policy is followed and with HO any concerns are quickly addressed
- Oversee English Student Hosts, ensure they are clear on their responsibilities
- Act as a First Aider (if suitably qualified)

Administration

- Take overall responsibility for course administration; ensuring accurate records are kept e.g. bed nights, stock ordering, course finances
- Prepare weekly rooming lists or delegate to the Administrator if appropriate
- In conjunction with SMT/HO, plan details of all student arrival/departure days
- Ensure information for the host centre is given to them by the required time/date
- Prepare staff rota each week with input from SD and DoS

End of and Post-Course

- Ensure shutting down the centre is done efficiently and does not negatively impact the students
- Prepare end-of-course schedule, including packing equipment and leaving rooms as found
- Ensure all staff receive a final appraisal on the Portal which is signed off and submitted
- Ensure all course records are complete and submitted to Head Office
- Write an end-of-course report within 5 days of the course end
- Be prepared to respond to any further queries from HO post course

8. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2025 online application form](#)
- Contact leo@discoverysummer.com with any questions