

JOB DESCRIPTION FOR COURSE DIRECTORS

CONDITIONS: **THE COURSE DIRECTOR IS EMPLOYED.**

- This job description applies to Course Directors on Cap Monde Residential Courses.

GENERAL

The Course Director will be paid once for managing the smooth running the course.

The Course Director will need to cope with the inevitable variances that occur in a busy short course routine. SUL schools will work to minimise these wherever possible & will inform you of any changes as soon as they occur.

Course Directors should telephone the Operations Manager / SUL office every other day to report on general progress of the course.

MANAGEMENT RESPONSIBILITIES

The role of the Course Director [CD] in residential colleges is to

1. Make sure that the contractual obligations of SUL towards the client group [Cap Monde] and the residential college are observed
2. Ensure that a good relationship develops between the group and the college.

Course Directors are responsible for ensuring that these tasks are carried out:

PRE-COURSE PREPARATION WITH THE SUL OFFICE

Before the group arrives, make sure that you receive (along with this Pack)

- An up-to-date list of students and leaders
- A copy of the final programme setting out clearly the dates, lesson days and times, afternoon activity days and excursions
- Updated transfer details (arrival and departure times)
- Name and mobile telephone number of the coach driver and coach company (NB DO NOT re-arrange pick up / drop off times with the coach company – this is coordinated by SUL Head Office ONLY) The mobile numbers are given to you for communication purposes on the arrival / departure days.
- A list of the teachers on the course and their telephone numbers
- A list of the boarding houses and classrooms we are to use
- A first aid kit – YOU are the nominated First Aid Person – this means that you are responsible for the whereabouts of the First Aid kit(s), filling in the accident forms, & liaising with HO if you need more supplies. You do not have to be First Aid trained for this role. You are NOT responsible for First Aid for the Cap Monde Leaders and students, only the SUL team. Please ensure ALL your staff know where they can find the First Aid kit.
- Mobile telephone for use by the French Group Leader
- SUL ID badges

PRE-COURSE PREPARATION WITH THE COLLEGE

Arrange to meet the College Lettings Officer [CLO] a few hours before the group arrives

Check with the CLO:

- Damage report must be done together before the group arrive – for ALL rooms to be used by your group – accommodation, classrooms etc.
- Fire drill arrangements.
- That you are both working to the same updated programme.
- Key allocation if appropriate & cost of loss of keys, and who is responsible.
- Who is responsible for making available various classrooms, leisure facilities & keys.
- That they are aware of the exact time of arrival of the group, & who from the school, will be meeting the coaches with you, & showing the groups their accommodation. [It may be your responsibility to do this after a briefing from the CLO]
- That a hot meal will be provided on arrival for the group. SUL will keep in touch with you with updated arrival times, and you will need to keep the school / catering department informed.
- Who will be responsible for sports & leisure facilities, and any equipment that the group may borrow. This is particularly important if a course is operating during term-time – extreme care has to be taken to ensure that both the school and the clients are happy about the sharing of sports facilities. Organise in advance for a list of any sports equipment which will be available for the group's use. It is important to note that indoor facilities need to be available or on stand-by in case of bad weather, especially in the winter months.

Make sure that you know where the following school facilities are:

ACCOMMODATION

- The bedrooms – max. 8 students per room + leaders' rooms (pref. 1 per room or 2 per room)
- Showers and toilets - min. 1 to 10 students
- Laundry facilities – once or twice per week (These can be serviced or self-service)
- The room available for the Group Director's office (Ideally with telephone)
- The Sick Bay/First Aid room (usually with a lock)
- The common room
- Student telephone link for outgoing calls, usually a payphone.

N.B. Ask where the headmaster or headmistress and any other staff work and live, to point this out to the group leaders [quiet behaviour to be observed!].

CLASSROOMS

- Check numbers of classrooms available [No more than 12 students per classroom / no more than 8 per class for intensive classes]
- Location of classrooms
- Facilities available in classrooms (whiteboard, OHP, etc)

SPORTING AND LEISURE FACILITIES

Sporting facilities are scheduled for use in the SUL programme. Please check the location of these facilities and ensure that they are ready and unlocked for each day's use.

DINING ROOM/CATERING

Meet the person responsible for the catering and forge a good relationship with them
Go over the basics

- Three meals a day, check the menu and times plus afternoon tea (usually collected at lunchtime)
- Check requirements for lining up for meals, and clearing away of dirty plates.
- Hot meal should be provided for student arrival
- Confirm packed lunch requirements at least 2 days before with the catering department. Also check timings of meals on excursion days.
- Extra meals for staff (residential teachers are entitled to all meals on site. SUL does not provide free meals for non-residential staff unless there is a prior arrangement.)

LOCAL TOWN FACILITIES – data sheet is usually available for the Group Leaders

Some local information and useful numbers is provided at the end of the College programme. It is your responsibility to assist the Group Leaders in their excursion planning and town visits as they may not be fluent in English or have any previous experience of the area.

EXCURSIONS

A list of possible excursion options and costs from a local coach company have been provided. Provisional booking will have been made for the group's excursion(s). Please ensure the coach company is contacted within 2 days of the group's arrival to confirm their excursion destination. The group leader will pay for the excursion transport, please help to check that the coach company has an invoice / receipt for them. **NB Packed lunches are needed on the day of the excursion**

OTHER SCHOOL SERVICES

- Cleaning – common areas to be cleaned everyday, bedrooms to be cleaned every other day
- Serviced laundry days will be indicated on the programme. Self-service laundry can be done by the group Leaders at any time, unless otherwise specified.
- If a dedicated telephone line has been provided, please ensure that the telephone log has been filled in correctly in order to correspond to the bill we receive. The line is for Cap Monde's use and SUL will bill all

relevant calls to Cap Monde at the end of the stay. You may make calls to SUL on this line, and the log should be filled in as such.

- o Please note the telephone line is not for personal use by the teaching staff.
- Please make sure that the French leaders are aware that any services used by them (photocopies, phone calls, etc) should be paid for by them or will be billed to Cap Monde. Photocopies by teachers will be paid for by SUL. Please check that the correct usage logs have been filled in.
- Check all rooms with the CLO before the group arrives to agree that there is no apparent damage. Any damage must be logged so that it does not get blamed on the group.

Daily information and responsibilities of Course Directors:

THE ARRIVAL

Make sure that you carry out the following duties:

- Welcome the group – taking particular care to meet the Group Director and any Assistant Group Directors
- Ensure that the group[s] is/are installed correctly in the boarding house[s]. The Group Leaders will want to allocate children to rooms. Hopefully they will do this on the coaches coming down, as the client office should have the room plans for this. Group Leaders will expect to be able to separate gender and age groups. Provisional room allocations will have been done where possible.
- Depending on the programme and time of arrival, please ensure the group have a hot meal and are allocated to their rooms (or vice-versa).
- Show the group to the dining room and have supper with them.
- After the meal, arrange to meet with the Group Director for an introduction to the campus and a run-through of the site rules and guidelines.
- On the first evening the Group Director **MUST** go through the inventory of the accommodation with a representative of the college to check that nothing is broken or if it is, it has to be noted and signed. The state of facilities must be agreed between the CD, CLO and Group Leader by the end of the arrival day.
- Fire Drill has to be organised & implemented within 24 hours of arrival. Discuss this with the CLO and Group Leader. Fire lists must be made & each house **MUST** have a fire list posted on a wall which is easily accessible.

INFORMATION FOR GROUP LEADERS

The Group Leader needs to check with Group Director that they have all relevant and necessary information to include:

- plan of school – with names and areas to be used marked on it
- telephone number and name of Course Director
- list of useful phone numbers – a copy of which is in the CD pack
- list of 'off site' facilities and entertainment including telephone numbers and updated costs
- telephone number of school/boarding house/payphone
- The Group Leader must be made aware that he/she is responsible for phoning, booking and paying for the coach company used for afternoon excursions. The leaders should also be aware that they are responsible for organising and carrying out any games and activities held at the school.

- Please emphasise the need for punctuality for meals and lessons, and use of facilities if sharing with other groups on-site.

THE FIRST DAY

- Join the group for breakfast. This is a time when overnight problems* can be discussed and the college staff contacted if needed. *such as heating in Winter, Spring & Autumn sessions
- Check that the leaders know the lesson time-table and where the classrooms are for each group. Leaders must be in close proximity during lessons in case of emergencies. They will also supervise the students at break-time and at the end of lessons. The Leaders must be waiting for the children at the end of lessons to take them to lunch or to their accommodation houses. Check where students can go for break times and inform the leaders.
- Check throughout each course that the students and their leaders are happy with the catering provided. Mealtimes MUST be strictly adhered to.
- Liaise with the Senior Tutor regarding the classrooms, though this is primarily their responsibility to have checked this beforehand, ensuring that sufficient facilities are provided for the needs of each group [make sure classroom heating is working outside the summer sessions]. N.B. The Senior Tutor does not have any responsibility for the activity programme or the work of the CD.
- At the end of lessons and any teachers' meeting, go with the group to lunch, during which time you can go over the afternoon arrangements and see any relevant school staff
- After lunch, there should be a meeting with yourself, the senior French leaders and any English PM activity assistants. This is the time for a briefing to tell everybody what is happening during the afternoon. The main activity time is 2pm to 4.30pm; 4.30pm to 5pm is often the afternoon tea – this is usually collected at lunchtime.
- Dinner is followed by a variety of, usually, indoor activities; all organised by the French Leaders.
- The list of sports equipment needs to be checked through with the Group Leader before any is used, in the presence of the CLO. The Group Leader may have to sign each time equipment is taken out. This equipment should be checked every time it is returned and any losses or damage recorded. It is vital that the sports equipment should be thoroughly checked before the group leaves with the Group Leader and the College representative. If the group leaves too early in the morning for any College representative to be there, this inventory and check will have to be completed the evening before and the equipment will not be available after that time.

DUTIES OF THE CD FOR THE REMAINDER OF THE STAY

- Assist the Group Director with arrangements for excursions/activities outside the college. This does not mean doing their job for them, but providing details for them to do the work of contacting coach companies, and activity providers and checking dates and times.
- All timetabled English PM assistants are to be present from after lunch till about 5pm. The French Leaders must make an effort to integrate them into their activity teams, allowing them to make the most of any specialist skills they may have. You will be responsible for keeping a record of their attendance.
- You are paid to be present in the afternoons, and for the half- and full-day excursions. You need to ensure that the Group Leader can contact you at any reasonable time or in case of emergencies. You may NOT stay off site overnight whilst the group is on site.
- Check with the Senior Tutor that the teachers are keeping their classrooms tidy and adhere to scheduled lesson times.

- Check that laundry (serviced or self-service) is done as scheduled. For Colleges with serviced laundry, please ensure that the quantities of clothing to be washed are reasonable and bulky clothing such as jeans and woollens are kept to a minimum. Some Colleges will not launder jeans and woollens.
- It is imperative that constant monitoring takes place throughout the stay of students, teachers, school staff and Group Leaders. Any small problems can then be addressed before they become large problems. Speak to the French Leader EVERYDAY to find out whether all is going well with the teachers and students. Act on any issues that require attention.
- PLEASE contact the SUL office if you have any problems regarding relationships with Group Leaders or College representatives; it is very helpful to know early about a problem not when it is too late to deal with it.
- The day before the last day, double check that the Group Director is happy with the departure time. If not, contact the SUL office. We do not want them to miss the Eurostar or plane!

THE LAST DAY

Some items must be dealt with the day before if they have a very early departure.

- Write in your final report to note down anything about the French Leaders which may be useful in determining their return etc.
- Leaders should pay for any private transport they use provided by you or any of the other teachers e.g. trips into town/use as a taxi. Petrol expenses must be claimed from them at the time as we cannot reimburse you for this.
- Make sure that you & the Group Director go over the Inventory of the state of the accommodation & classrooms before they leave. This is vital to avoid being charged for damages that we were not responsible for! If the group is leaving very early in the morning, this must be done just before they board the coach and **NOT** the night before, this will ensure that any damage created on the last night, can be recorded.
- For the departure check what the group needs for meals [packed lunch definitely and maybe packed breakfast too]
- Be at the departure
- Write a report for the SUL and return all materials to the SUL office as soon as possible.

TEACHING TIMETABLE

	Residential	Res Intensive	Host Family**	Host Intensive
8.30 – 9.15	(*see notes)	Grammar/structure	(*see notes)	Grammar/structure
9.15 – 10.00	Grammar/structure	Grammar/structure	Grammar/structure	Grammar/structure
(5 min break)				
10.05 – 10.50	Function A	Function A	Function A	Function A
(25 min break)	Change of teacher (*see notes)			
11.15 – 12.00	Function B	Function B	Project	Project
12.00 – 12.45	Project	Project	-----	Function B
(lunch)				
14.00 – 17.00	pm excursion/activity	pm excursion/activity	pm excursion/activity	pm excursion/activity

* Teacher's meeting 8.45 – 9.00am as standard. Other possible times to run a meeting are in second break or immediately after lessons. This can be at discretion of Senior Tutor/Course Director but needs to be timetabled

** In October & February Host Family Centres run with 4 lessons per day (see Residential timetable)

COURSE MEETINGS

PLANNING MEETING: On the first afternoon following the testing and placement, gather the teachers together (wherever possible) to create a course plan for their classes. Paired teachers should work together on this task which should not take more than an hour normally, although individual teachers may need support and time from you at this point to build their confidence. The course plans should be approved by the Senior Tutor. Throughout the course lesson plans should be available for inspection if required.

DAILY MEETING: Senior Tutors are expected to ensure that a meeting of the teachers takes place each day (approx. 15 minutes) to ensure co-ordination of work between teachers sharing classes and to ensure the teaching meets all students' needs. During this meeting, the Senior Tutor must ensure that all teachers are completing all paperwork on a daily basis: Record of work, lesson plans, attendance forms & photocopy logs.

TEACHING & ACADEMIC MANAGEMENT

Teachers must teach in accordance with the guidelines as laid out in the Teacher's Induction document (available on the website www.sul-schools.com/teacher after login. Email efl@sul-schools.com for login details). This document must be read prior to starting work with SUL.

Teachers may use SUL's syllabus documents (available on website www.sul-schools.com/teacher after login. Email efl@sul-schools.com for login details).

AFTERNOON DUTIES

RESIDENTIAL COURSES: You will be expected to work with the teachers as required during the afternoons to ensure appropriate supervision of afternoon activities. All teachers are expected to be available to SUL on alternate afternoons either to accompany the students on the Social Programme or to help in the office or receive developmental help from you. This will be as part of a rota agreed with the Course Management team at the Induction. Afternoons may include staff development work

RESIDENTIAL COURSES: Teachers will be expected to work one Saturday in a two week course. This means that some teachers will accompany students on the coaches while others will work with the Senior Tutor or Course Director on administrative or similar tasks as well as staff development where appropriate.

PAPERWORK

All paperwork must be returned to the Operations Manager at the end of each course. Please see your Course Director's pack for the tick sheet.

DISCIPLINE & DRESS

Your standard of dress must be acceptable to our clients. Dress code is smart casual. Please see the FAQ section of the website at www.sul-schools.com/teachers/faq if you are unsure.

IMPORTANT!

- You may not go off site overnight without permission from SUL Head Office.
- Your day off is Sunday – please ensure the French Group Leaders know this.
- This is a job where you will be on call to assist the French almost 24 hours a day!
- It is your job to ensure that the SUL staff have signed the staff handbook (and if necessary the health and safety manual) to say that they have read and understood it.
- **NEVER** under any circumstances administer medication to any students or any other members of staff, this covers all oral medication including aspirin, paracetamol, and cough medicines. Please check allergies to plasters before applying. Ice packs and herbal teas may be given to aid the healing process.

GOOD LUCK & THANK YOU VERY MUCH!

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE AS COURSE DIRECTOR BEFORE YOU SIGN YOUR CONTRACT.