

## JOB DESCRIPTION

This job description summarises the purpose of the job and lists its key tasks. 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 Bucksmore Managing Director and/or Head of Operations & Academics. Bucksmore will exercise this right reasonably.

**Position** World University Preparation (WUP) Course Director

**Responsible to** Head of Operations and Academics

**Salary** Negotiable based on experience

**Dates** June 29<sup>th</sup> to July 31<sup>st</sup> 2018

**Location** Corpus Christi College, Cambridge

**Role Definition** The Course Director (CD) is responsible for the day-to-day management of the WUP programme and is responsible for its smooth running. It is the most senior post at the centre. The CD is in charge of all aspects of the centre, from managing finance, budgets, staffing and accommodation, dealing with clients and liaising with College staff. The Course Director is responsible for some pre-course preparation and material production.

### Background

Students attending the World University Preparation programme receive a comprehensive two-week summer programme. This gives international students the best possible chance of gaining a place at a top UK university. Students learn how to prepare their applications; develop the skills to be successful at interview; and grow in confidence while studying at one of Cambridge's most famous and beautiful colleges.

The course attracts students from all around the world as well as international students who are already attending British boarding schools or colleges. Typically, WUP students wish to apply to Oxford, Cambridge, London School of Economics, University College, London, Imperial College and other Russell Group universities.

### **Pastoral Care**

Due to the nature of a residential summer camp, a Course Director will be aware that their role is not limited to academics and operations, but that students require 24/7 pastoral care, discipline if and when required, and supervision at bed-time and wake-ups. The Course Director is ultimately responsible for all students and staff on-site.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

### **CD Commitment**

The CD role is an extremely demanding one. Successful CDs should be prepared to devote all of their time and energies to the running of the WUP programme during the 4-week duration of the course.

### **Hours and the Working Week**

At least 48 hours per week. You will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

### **Main Duties & Responsibilities:**

- Plan and deliver a university preparation and guidance course, using methods and resources appropriate to the learner group
- Ensuring that all necessary materials and equipment are in place at the centre in time for opening
- Provide a comprehensive induction day for all staff
- Hold regular meetings with the Assistant Director and Residential Counsellor to ensure delivery of high quality programme
- Hold regular meetings with the appropriate college administrative staff (e.g. catering and accommodation managers)
- Liaise with College Staff in respect of meal numbers, packed lunches and any other problems which may arise with catering
- Liaise with the Head Office in respect of student numbers/expected arrivals departures or cancelations
- Liaise with external tutors for guest lectures and admission talks
- Organise student arrivals and departures
- Liaise with the Recruitment Manager in respect of staff pay details
- Schedule and deliver individual student supervisions on a fortnightly basis
- Offer advice on university entrance, application and progression as required
- Manage the weekly expenses budget and petty cash
- Ensure that the weekly finance and administration report is completed and sent to Head Office on time
- Work with the assistant director, to maintain staff and student discipline
- Maintain control over student security and day to day pastoral care and student welfare
- Upon arrival, ensure students are allocated their rooms quickly and efficiently
- Upon departure, the rooms are inspected for damage and any damages recorded
- Produce a weekly staff and tutoring rota
- Shut down the centre at the end of the course, returning all materials and equipment to Head Office
- Provide an end-of-course report to Head Office

- Ensure all staff receive appraisals and these are passed to HR at Head Office
- During working hours, devoting their time, attention and abilities to the business and affairs of the centre and not act in any way that may bring Bucksmore Education into disrepute

### Person Specification

Person Specification	Essential	Desirable
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to work in the UK</li> </ul>	
<b>Knowledge, qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Native or native English level</li> <li>• Experience of working with young learners and delivering a programme of study for Young Learners</li> <li>• Able to design effective teaching programmes and individual supervisions</li> <li>• Experience with the UK university admissions process including the Oxbridge system</li> <li>• Comprehensive knowledge UCAS admission process of EU and Non-EU students</li> <li>• Proven track record of guiding students successfully to UK universities</li> <li>• Knowledge of Morrisby testing, LNAT, BMAT &amp; TSA</li> <li>• Experience of working in a residential school or similar environment in a management role</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma or qualification in careers guidance or educational counselling</li> <li>• Knowledge of child safeguarding procedures</li> </ul>

<b>Skills, abilities and competencies</b>	<ul style="list-style-type: none"> <li>• Proven, strong leadership skills</li> <li>• Desire and ability to provide outstanding customer service</li> <li>• Ability to communicate with a range of people including parents, agents and College staff</li> <li>• Exceptional organisational skills</li> <li>• Proven ability to work effectively under pressure, prioritise and manage a varied workload</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to delivering a high standard of work</li> <li>• Demonstrates respect for equal opportunities and diversity</li> <li>• Adopts a positive approach to personal learning and development</li> <li>• Consistently demonstrates a 'can do' approach to work</li> </ul>	

If you are interested in applying for this role, please contact Matt Doherty on [mdoherty@buckmore.com](mailto:mdoherty@buckmore.com) or 02083128060.