

Centre Manager (ESL Summer School) - Edinburgh

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Company: M2R Education

Location: Edinburgh

Category: other-general

Summary
M2r Education are proud to be working with this British Council accredited provider of residential junior summer courses for groups of students aged 10 -17. They operate junior summer schools for international students aged 10-17 in 7 locations across the UK. The schools are based on university or further education college campuses, all with good quality residential accommodation, teaching, and leisure facilities on-site. Summer courses offer a balanced mix between learning in the classroom and learning during activities and on excursions. They need a Centre Manager to oversee the logistics of the summer school to ensure successful execution of the academic and activities programmes from 22nd June to 29th July, on a full board residential basis.

Responsibilities:
Setting up the centre ensuring everything is prepared to a high standard prior to the arrival of staff and students
Line Managing the Director of Studies and Activity Manager, providing full support when required and working with them to ensure the successful delivery of the programmes
Developing and maintaining a positive relationship with the host college representatives, meeting regularly to ensure accurate rooming, facilities, and meal arrangements
Overseeing and confirming all arrival and departure transfers
Recording and following up on any issues noted in initial student and client feedback
Managing the centre shutdown, ensuring all materials are packed and returned to Head Office

Minimum Requirements:
Bachelor's Degree
CELTA/Trinity TESOL (A PGCE with QTS in either MFL, or English may also be considered)
Experience of working in an ESL Summer School
Enhanced DBS on update service (if you do not have this, one will be applied for on your behalf)
Have undertaken a safeguarding course in the past 12 months (we can provide further details if you

need to do this) Right to Work in the UK Genuine interest in working with young people Ability to cope with long working hours Ability to work in multiple buildings in potentially widespread campus Extremely professional and customer focussed Able to plan lessons and provide post lesson feedback Experience teaching in summer schools is preferred although not essential Rate: 22nd June Start

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