



Assistant Course Director

In this pack you will find: a detailed job description, the minimum requirements for this role, the profile of an ideal candidate, information about the selection process, and an introduction to the company for on-course staff.

You can email us at recruitment@oxfordsummercourses.com if you have any questions.

Oxford Summer Courses, a Bridgemark company

[Oxford Summer Courses](#) is part of Bridgemark Education, founded by two school friends and Oxford graduates who wanted to open up exceptional educational journeys to more people. In 2020 we ran COVID-compliant in-person courses and [Melio](#) online courses. Our approach is based on interactive teaching, growth mindsets, small group learning, and tutor autonomy. We channel our passion into making a positive impact on our surroundings whether that be our students, the wider community or the environment.

Apply now

[Applications are open](#) for 2021 courses. Find out more and explore other roles on our [careers page](#).

Please note that only successful applicants will be contacted and that no terminology in this document is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

Job Description

Role summary

Job title Assistant Course Director

Location Oxford OR Cambridge OR London

Reports to Course Director, Deputy Course Director

Reports to you Student Helpers

Pay rate £9.50 per hour

Typical hours 65 hours Monday to Sunday 8.00am to 10.30pm on a shift pattern.

Contract type Temporary Zero-hours contract

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Purpose

As an Assistant Course Director, you'll be responsible for a group of 15-25 students on a residential academic summer course, taking a leading role in their welfare, safeguarding, and discipline, and ensuring the smooth delivery of the course.

Main duties and responsibilities

- You will be responsible for the welfare, safeguarding, and discipline of your group, including taking a register at set times each day.
- You will support the Deputy Course Director in delivering the social and cultural programme by confirming bookings, organising and leading excursions, day trips, activities, and restaurant meals for your group.
- You will manage a small team of Student Helpers to act as the front line in ensuring the health and happiness of the students and the smooth delivery of the course.
- You will manage and record the cost of delivering the course for your group in accordance with a set budget.
- You will support the Course Director in administrative duties, including the gathering of marketing material.
- As a residential member of staff you will share overnight duties, responding as needed to any welfare, safeguarding, or disciplinary issues that may arise.

Benefits

Pay bands are calculated to be fair and consistent across all roles at Bridgemark. They are reviewed annually, taking into account any changes to the role.

This is a residential role. Accommodation and breakfast are provided at no cost to the employee. Additional meals are provided when required by working duties.

Full role training is provided.

Safeguarding

Oxford Summer Courses is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.



Person Specification

Minimum requirements

- Bachelor's or higher degree (or currently studying for one)
- Experience working with children or young people in a residential setting
- Able to work to a prepared budget
- General competency in IT skills
- Right to work in the UK (we cannot sponsor work visas for this role)

On-course staff profile

Skills, abilities and knowledge an ideal candidate can demonstrate

- Organisational skills
- Management skills
- Budgeting skills
- Knowledge of and familiarity with Oxford, Cambridge, or London, especially as a student

Experience you may have

- Working in summer schools or holiday camps
- Volunteering in Scouts or similar organisations
- Acting as an activity leader for student groups
- Managing a budget for a student society

Personality traits of a great Assistant Course Director

- Calm
- Organised
- Punctual
- Enthusiastic
- Friendly
- Reassuring
- Authoritative

Our company values

Foster well-being Our on-course team are mental health first aid trained. Supported by a dedicated crisis team, they never turn a blind eye if a student is struggling—however challenging.

Adopt a growth mindset Our on-course team never play the blame game. They have the courage to suggest better ways of doing things, and can take on more responsibilities each year.



Maintain momentum Our on-course team make the very most of their time with us by equipping themselves with skills for the future. They could grow into a full-time role and even travel the world.

Achieve impact Our on-course team appreciates the smallest interaction with students. They relish their position as role models and take time to build significant relationships.

Collaborate Our on-course team amaze us with their resilience and positivity when working under pressure. They do this by sharing the load and harnessing the diversity in the team.

Selection process

Pre-interview task

If you are invited to interview you will be asked to submit a pre-interview task. We ask for this to be sent 48 hrs in advance so that your interviewer can review it and consult the wider team if necessary.

Interview

The majority of interviews will take place online this year using Google Meet. There is no need to download any software and you will be sent a link to the meeting room in advance. You will be asked to bring some documents to show on screen.

After being introduced to the role, you will be asked to discuss your prepared task and any relevant experience. Your interviewer will also find out how you would respond to scenarios that often arise in this role.

There will be plenty of opportunities to ask questions and find out more throughout.

Role assignment

Students sign up to courses throughout the year, so positions will be filled on a rolling basis. This may mean that we will be unable to confirm the details of vacancies at the interview. If you are made an offer we will contact you separately to offer specific roles, dates, and location.