



JOB DESCRIPTION

Role:	Centre Manager
ILH Centre:	Walhampton School
Report to:	ILC Portsmouth Centre Manager
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the well-being and safety of all ILH students and staff at all times.
- Be responsible for the overall smooth running of Walhampton Summer Centre.
- Work with the Head of Activities (HoA) to deliver good customer service and ensure the success of the ILH Summer Programme.
- Coordinate and manage the Teaching Programme and, with the Head of Activities (HoA), ensure the Teaching and Activity Programmes are successfully integrated.
- Share Welfare and Child Protection duties with the Head of Activities (HoA) and Head of Boarding (HoB) and report any instances to the ILC Portsmouth Centre Manager.

SPECIFIC RESPONSIBILITIES

Administrative

- Ensure compliance with all of the British Council Accreditation criteria and the successful delivery of the ILH course as set out in the ILH brochure.
- Maintain the inventory of clearly labelled ILH resources and equipment and make recommendations for further purchases, as necessary.
- Monitor the state of the premises and hired equipment throughout the course and liaise with Walhampton School site manager and report any damages or breakages to the ILC Portsmouth Centre Manager.
- Monitor and manage the cash float, and together with the HoA, ensure that the budget is adhered to, maintaining accurate accounts and keeping receipts and records of transactions.
- Maintain records of staff working hours, recording any overtime/absence, and submitting them to the ILC Portsmouth Centre Manager on a weekly basis.
- Oversee the implementation and success of the activity and excursion programme and liaise with the HoA, and the ILC Portsmouth Centre Manager where necessary.
- Brief all staff and ensure they are well-prepared and carry out all of their duties to a high standard.
- Hold daily morning assemblies with all staff and students.
- Hold daily morning meetings with Group Leaders following assemblies and discuss any issues.
- Print/Organise and check end of course certificates.
- Hold farewell assemblies on Fridays for departing students and organise a Certificate Ceremony with the HoA in the evening.
- Ensure students and Group Leaders complete online feedback forms, after their first week and before they depart.
- Hold end of course face-to-face appraisals for all staff members.
- Together with the HoA, share responsibility for the 24hr emergency phone.
- Be prepared to respond to out-of-hours situations, if required.
- Deputise for the HoA, in his/her absence, as required.



- In an emergency, take part in an excursion.
- Assist with the organising and packing up of your office, classrooms, staffroom, and tuckshop on the last Friday of the course, and the final pack up of the Walhampton Summer Centre on the last Sunday before departing Walhampton School.
- Provide a detailed report at the end of the contract with recommendations for future years.
- Participate in a post-course review meeting and set targets for the following year.
- Carry out all reasonable duties as recommended by the ILC Portsmouth Centre Manager.

Academic

- Act as Director of Studies for the Walhampton Summer Centre and ensure a successful Academic Programme.
- Ensure that all teaching is delivered in accordance with the British Council Accreditation Scheme's requirements, and the guidelines in the ILC Staff Handbook and Teacher's Annex in the ILH Staff Induction Booklet.
- Ensure that all teachers are familiar with and maintaining teaching records.
- Ensure that there are sufficient academic resources available, and that teachers are familiar with their use.
- Support and advise teachers by providing workshops/training meetings as required.
- Train and supervise teaching staff in the placement testing of new students, and place new students into classes according to their level.
- Devise and coordinate timetabling of classes and assign teachers to classes.
- Inform the ILC Portsmouth Centre Manager of any staffing issues in advance, where possible.
- Observe all teachers during the first or second week of their contract and provide both oral and written feedback.
- Monitor and ensure that student learning is taking place.
- Liaise with Group Leaders about any academic issues that may arise.
- Keep open communication with the ILC Portsmouth Centre Manager on a daily basis.

Welfare

- Create a positive atmosphere and motivate and support all staff.
- Implement an 'open door policy' inviting open communication, feedback, and discussion between you and all staff.
- Ensure you have read all relevant ILC and ILH handbooks and are aware of your duties and responsibilities and signed all required documentation.
- Ensure you have read, understood and are compliant with all relevant ILC and ILH policies, and follow Health & Safety regulations.
- Ensure all students have received, read and understood the information in their handbooks.
- Ensure all staff and Group Leaders have read their handbooks and are aware of their duties and responsibilities and signed all required documentation.
- Ensure all staff have read, understood and are compliant with all relevant ILC, ILH and Walhampton School policies, and follow Health & Safety regulations.
- Organise inductions for all students and Group Leaders on their arrival at Walhampton School.
- Ensure all staff, students and Group Leaders are aware of the fire evacuation procedures at Walhampton School and organise regular fire drills.
- Coordinate the 'Meet and Greet' of each group or individual on arrival, managing the implementation of all transfers and liaising with coach/taxi companies.
- Monitor students' attendance and punctuality.
- Check the mealtime supervision roster created by the HoB.



- Confirm students' and staff dietary requirements with the ILC Portsmouth Centre Manager, and with Group Leaders, and ensure all special dietary requests have been met with kitchen staff.
- Check with the HoB that Residential accommodation allocations and procedures are in place and adhered to, including room checks, student supervision ratios, fire and emergency procedures, housekeeping and maintenance, student discipline, and evening activities.
- Ensure all concerns and incidents are reported and recorded immediately to the ILC Portsmouth Centre Manager (Safeguarding Lead) and followed up within 10 days.
- Ensure all staff and student's cultural and religious needs are met and respected.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.

Pre-course

- As part of the management team, take part in preparation week at ILC Portsmouth to ensure that all systems are in place and ready for the start of the course.
- Assist with the set up and induction at Walhampton School on the Saturday before the start of the course.
- Successfully complete a short, **online Safeguarding** course and provide certificate.



INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES:

5 July – 2 August 2026

Preparation week from 29 June - 3 July at ILC Portsmouth.

Set up and Induction at Walhampton School on Saturday 4 July.

SALARY:

£695 per week (+ 12.1% statutory holiday pay, paid in the final week).

There is an additional payment of £20 per week for returning staff.

For preparation week, you will be paid £430.

If attendance at a post ILH meeting is required, you will be paid at a rate of £19 per hour.

TIME OFF:

One day per week (Saturday)

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with. All employees will be asked to undertake a Disclosure and Barring Service check (DBS).





PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- DELTA or equivalent
- First degree or equivalent
- Eligibility to work in the UK (no sponsorship)
- Up-to-date knowledge of British life and culture
- Understanding of Safeguarding and Prevent Duty
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Good working knowledge of Microsoft and Google programmes
- Genuine interest in working with Young Learners
- Availability to work evenings and weekends

Desirable:

- Experience of working with Young Learners
- Experience of working at a summer school
- Experience of materials development
- Valid, enhanced DBS certificate for the child workforce on the Update Service
- Basic first aid training

PERSONAL QUALITIES

Essential:

- Professional attitude and smart appearance
- Ability to motivate and develop teaching staff
- Ability to build effective working relationships
- Ability to relate to all staff at all levels
- Ability to organise and manage own work
- Ability to remain calm under pressure
- Ability to deal with difficult situations
- Ability to make sound decisions
- Ability to accept responsibility
- Excellent problem-solving skills
- Willingness to be flexible
- Good social and communication skills
- Good listener
- Enthusiastic and energetic
- Self-confident
- Culturally sensitive
- Team player
- Tactful and diplomatic
- Patient
- Innovative