



Where  
learning  
meets  
adventure



Apply  
Now



# Applicant information pack

Job title: Individual Student's Group Leader

Job type: **Full-Time, Temporary**



Apply  
Now



## Safeguarding Commitment:

Elac prioritise the welfare of children. All employees must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

# Contents



Why work with us



Your Development

About us



Role & Overview



Support & Wellbeing

Are you right for us?



Additional Responsibilities



Pay & Conditions



Course Dates



Our Centres





# Why Work With Us

- ✓ 33 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



**Professionalism**



**Integrity**



**Relationships**

**Our Values**



**Innovation**



**Social &  
Environmental  
Ambition**





# Your Development

## What you will gain from working with us:



**A Strong Sense of Community:** Build lasting friendships and connections



**Global Exposure & Cultural Enrichment:** Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



**Skill Development:** Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



**Career Advancement:** Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

## We are proud to provide ample opportunities for professional development. We offer:

### Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

### Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

### Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal



# About Us

## Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





# Support & Wellbeing

## Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





# Role Overview

The Individual Student's Group Leader role involves caring for the welfare and well-being of all the students who come on the course as individual students (i.e. without their own Group Leader). Your responsibilities will include making sure individual students are kept up to date with any information about their timetables, making sure they are in bed, at class, at the activities, at meals etc. at the correct time. You are expected to be responsible for managing any medical, safeguarding, and welfare issues regarding the students. The role will involve close communication with the other Elac management staff members, such as the Academic Manager, Excursion Manager, Welfare & Communication Manager and Centre Manager.

## Key Responsibilities:

- **Daily Care and Supervision:** Responsible for the welfare of the individual students (students who have come separately i.e. not part of the group) in the boarding houses (and in Homestay centres to also be responsible for individual students staying with local hosts).
- **Managing individual's accommodation:** Ensure that individual students behave appropriately in the boarding house and to be available in the boarding house for individual students at night on a rota basis
- **Communication and Support:** Hold regular meetings with individual students to check on their well-being, to get feedback, and to update them with information or changes to their programmes. To ensure students are fully aware of and understand Elac rules and procedures and to encourage student involvement in the social programme







# Additional Responsibilities

|                      |   |
|----------------------|---|
| <b>Pre Course</b>    | <ul style="list-style-type: none"><li>• Complete Elac's online staff induction before arrival</li><li>• Attend all pre-course staff training (online and at the centre)</li></ul>   |
| <b>Communication</b> | <ul style="list-style-type: none"><li>• Build positive relations with students</li><li>• Communicate with students to help improve their English skills.</li><li>• Liaise with the Social Programme, Excursion and Academic Managers over individual students participation and progress in lessons and activities</li></ul>  |
| <b>General</b>       | <ul style="list-style-type: none"><li>• Ensure that students get up at the correct time and go to bed at the stated time</li><li>• Make sure students are on time for lessons and activities at the school</li><li>• Keep a register of students in the house, to conduct regular roll calls and to hold regular meetings in the boarding house</li><li>• Assist students to catch the correct bus safely helping them to get to/from their hosts/the school (Homestay centres only)</li><li>• Undertake any reasonable duties as and when required</li><li>• Follow all Elac policies and implement the Safeguarding policy at all times</li></ul> |
| <b>Welfare</b>       | <ul style="list-style-type: none"><li>• Liaise with the Welfare &amp; Communications Manager over concerns about any students</li></ul>   |

**This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.**



# Are you right for us?

## Essential

## Desirable

### Qualifications

- Have A-Levels, a degree or equivalent

- A Masters or equivalent
- A First Aid certificate
- Child Protection Training
- Coaching qualifications
- Full drivers licence

### Experience

- Experience working in residential language schools for Young Learners
- Experience working with single & mixed nationality groups

### Skills

- Have native or near native level of fluency in English
- Have good communication skills
- Be willing and able to work as part of a team
- Leadership Skills

### Personal Qualities

- Be flexible & motivated
- Have an interest in working with Young Learners
- Have an Interest in student welfare
- Be able to respond well under pressure and in unusual situations



# Pay & Conditions

|  | Level 1        | Level 2        | Level 3        | Level 4        | Level 5        |
|--|----------------|----------------|----------------|----------------|----------------|
| Basic Weekly Pay   | £575.00        | £590.00        | £605.00        | £620.00        | £635.00        |
| +12.07% Weekly Holiday Pay<br><u>If no holiday taken</u> | +£69.40        | +£71.21        | +£73.02        | +£74.83        | 76.64          |
| <b>Total Weekly Pay</b><br>(if no holiday taken)         | <b>£644.40</b> | <b>£661.21</b> | <b>£678.02</b> | <b>£694.83</b> | <b>£711.64</b> |

- **Supervision:** Oversee individual students in the boarding house, ensuring their wellbeing.
- **Engagement:** Interact with students throughout the day, including getting them to class, meetings, and ensuring proper bedtimes.
- **Homestay Centres:** Responsible for homestay students while on-campus or during activities/excursions.
- **Coordination:** Work with Elac management to ensure smooth running of student courses.
- **Night Duties:** Responsible for night sleepover duties.
- **Time off:** One evening (+ night) and one full day off per week.
- **Residential:** Includes board and accommodation without any deduction.
- **Holiday Pay:** Additional 12.07% of total gross salary for untaken holidays, paid at the end of the contract.

Apply  
Now





# Our Centres








# Course Dates



| Centre   | Student Ages  | Course Dates                 | First night stay from | Onsite staff training |
|--|---------------|------------------------------|-----------------------|-----------------------|
| <b>Ardingly</b><br>(Ardingly College)          | 7 - 17 years  | 7th July to 18th August 2025 | 5th July 2025         | 6th July 2025         |
| <b>Bath Spa</b><br>(Bath Spa University)       | 11 - 17 years | 2nd July to 12th August 2025 | 30th June 2025        | 1st July 2025         |
| <b>Bath Prior Park</b><br>(Prior Park College) | 11 - 17 years | 7th July to 3rd August 2025  | 5th July 2025         | 6th July 2025         |
| <b>Eastbourne</b><br>(Eastbourne College)      | 11 - 17 years | 1st July to 11th August 2025 | 29th June 2025        | 30th June 2025        |

We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.

Apply online or send us your CV:

 [elac.co.uk/application-form](https://elac.co.uk/application-form)

 [recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)

Your Elac  
adventure  
awaits!



Apply  
Now



Apply online or send us your CV:



[elac.co.uk/application-form](https://elac.co.uk/application-form)



[recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)

**elac.co.uk**

