

Vacancy - Head of Social

Language Teaching Centre Eastbourne is looking for a residential Head of Social to work from mid-February until mid-November 2018.

The job will involve line-managing Activity staff, organising trips in conjunction with the relevant staff, supervising children at all times of the day, taking them out on excursions and conducting activities, and being part of the senior duty rota. Please note that this is a **non-teaching** position.

For an application form and further details, please email Maria Bayne on maria@ltc-eastbourne.com

PERSON SPECIFICATION REQUIREMENTS

Essential

- Over 21 years of age
- Native or near native level English speaker (CEFR levels C1 or C2)
- Valid work permit or UK / EU passport
- First Aid qualification (or willing to be trained up)
- Previous experience as a Residential Activity Leader in a similar environment
- Previous experience of line managing staff and working with children
- Ability to work in a high pressure environment
- Experience of delivering a high level of front line customer service
- Ability to demonstrate an understanding of and empathy with clients' issues.
- Experience of dealing with a wide range of cross cultural issues and general concerns in a professional manner whilst exercising discretion and maintaining confidentiality
- Excellent interpersonal skills and the ability to communicate information clearly to individuals within a diverse community
- Approachable, creative and enthusiastic
- Ability to work as part of the team and have a flexible approach to work which will include irregular / additional hours during busy periods

Desirable

- Some local knowledge of Eastbourne & Sussex
- Ability to make a pro-active contribution to the continuous improvement of systems and procedures
- High levels of energy and a keen sense of humour
- Awareness of Child Protection legislation
- Understanding of Health and Safety issues
- IT skills (use of the school database)
- Experience of living in the UK (if not a British citizen)

Additional Notes

- The references will be checked.
- Gaps in CVs will need to be explained satisfactorily.
- A criminal records check will be required.
- Proof of identity will be required.
- All LTC staff need to sign the Children Act form to declare that they will comply with the LTC Safeguarding policy and Young Learners English UK Safeguarding Children policy.