



Post:	Head of Summer School and Short Courses
Line Manager:	Commercial Director
Hours of Work:	This is a full-time position, all year round. Core hours are 9.00 a.m. to 5.00 p.m. Monday to Friday. A degree of flexibility will be required to meet the demands of the role and the needs of the business, with longer hours during the Short Courses and some weekends.
Salary:	£40,000 + Bonus depending on experience
Start Date:	As soon as statutory checks are complete
Location	Dean Close Foundation Cheltenham

The Role

The Dean Close Services Ltd, is looking to appoint a Head of Summer School & Short Courses. The role will hold responsibility for the running of all short courses managed through the Commercial arm of the Foundation; Dean Close Services Ltd. Courses currently include, Easter Revision, Immersion Programmes, Hockey & Drama camps.

The Summer School will have its inaugural year in 2025, initially over a two week period in July. The Head of Summer School & Short Courses will be responsible for setting up all aspects of the programme, including programmes of academic study, an extensive activities programme, as well as recruiting staff and acting as Centre Manager during the weeks of operation. The course will run for ages 8-12 and 12-16, initially using two Dean Close boarding houses and facilities at the Cheltenham site. The programme will accommodate 60 students per week in the first year. In Year 2 we anticipate taking the number of students per week, up to 100. The role will oversee all aspects of the programme's development and operational management.

Dean Close Easter Revision is a well-established course hitting record numbers of over 100 in 2024. The Head of short courses would work with the current team and will be responsible for ensuring the course continues to grow and develop.

The role would also oversee the delivery of immersion programmes, liaising with term time academic staff to ensure smooth & successful delivery of these short stay courses for all.

The growth of Camps & Courses is a key part of DCSL's strategic plan and the Head of Short Courses will work with both the Commercial Director and Commercial Manager to help facilitate this growth.

Duties

- To oversee the successful recruitment, planning, delivery and management of all academic, co-curricular and pastoral provision of DCSL Camps and Courses.

Including but not limited to:

- the creation of staff timetables
 - pay and liaise with Commercial Director re budgets
 - ensure that all staff are inducted and managed
 - ensure that the academic content of the courses is of high quality and appropriate for the ages and needs of the students and that this is delivered effectively by the teaching staff
 - maintain and update student and staff handbooks and policies
 - oversee the delivery of an appropriate and quality leisure programme, where appropriate ensuring that the students are occupied constructively and supervised safely outside lesson times
 - oversee the delivery of appropriate pastoral care within the boarding houses
 - oversee the prompt and appropriate communication with parents, guardians and agents where appropriate
 - oversee the organisation of all transfers and transport where appropriate
 - ensure that systems are in place and developed accordingly to facilitate the smooth running and delivery of all of the administrative functions of the Camps & Courses
- Work closely with all stakeholders to ensure efficient use of resources, including facilities and teaching/pastoral staff.
 - Support in the recruitment of international students into all parts of Dean Close Foundation.
 - Working with DCSL's Marketing Executive to contribute to the development and delivery of advertising and marketing material and to ensure the appropriate use of media relevant to the Camps & Courses.
 - Represent the Dean Close Foundation professionally at all times
 - Attend relevant training and meetings as requested
 - Undertake other reasonable tasks as and when required by the Commercial Director

Person Specification

	Essential	Desirable
Qualifications	Educated to degree level	TEFLQ qualification Leadership and Management qualification [e.g. ILM]
Experience	<p>Demonstrable experience in organising and running profit-making Summer Schools and or other courses</p> <p>Operational and project management experience</p> <p>Experience of creating cohesive team plans and co-ordinating new projects and activities</p> <p>Demonstrable experience of planning and organising resources and budgets to ensure that objectives are achieved on time</p> <p>Proven experience of motivating and mentoring staff in a small team setting</p> <p>Demonstrable experience of establishing and building relationships with key stakeholders</p> <p>Experience of safeguarding policies and procedures</p> <p>Experience of working with children and young people</p>	<p>Experience of working in a School setting</p> <p>Knowledge and understanding of international languages and cultures</p> <p>Experience of marketing summer schools & other courses internationally</p> <p>Experience of designing and implementing international recruitment marketing plans</p> <p>Demonstrable experience of data and market intelligence analysis, forecasting trends and future developments</p>
Skills	<p>High standard of personal presentation and interpersonal skills</p> <p>Excellent communication and listening skills</p> <p>Effective ICT competency</p> <p>Highly innovative</p> <p>Ability to work as a member of a team and independently</p> <p>Exemplary customer service skills</p>	

	<p>A positive, 'can do' attitude with the proven ability to analyse and evaluate complex issues to provide appropriate solutions</p> <p>Strong people management skills with the ability to resolve difficult situations, implement change and foster excellent working relationships amongst teams</p> <p>Highly organised with close attention to detail with the ability to understand the bigger picture</p> <p>Ability to prioritise workload and comply with tight deadlines</p> <p>Compassion and empathy</p>	
Attitudes and Approach	<p>Approachable and professional</p> <p>Positive "can do" attitude</p> <p>Flexible and adaptable</p> <p>Resilient</p> <p>Team player</p> <p>A willingness to enter into the spirit of Dean Close Community and contribute to the wider life and work of the Foundation</p> <p>Committed to safeguarding</p>	

Terms and Conditions

- Non-teaching, staff - 25 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year.
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pensions contributions
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.