



## **Job Profile: In-School Immersion Programme Coordinator**

### **Short Fixed-Term Summer Contract**

Opportunity Education are passionate about meaningful cultural exchange, creating learning opportunities between UK schools and Chinese schools. Our core focus is the delivery of short (often one week) immersion programmes within UK schools for groups of visiting Chinese students, but also include research visits to China for UK Head Teachers and exchange trips for UK schools to China.

The Immersion Programme Co-ordinator's role is to lead an Immersion Programme in a local school. During the school day, you'll be overseeing the visiting students, and ensuring the smooth running

This is an operations role, and you'll be energised by delivering exceptional in-school programmes, within a fun but focused team. We are looking for Coordinators who are personable, highly organised, and can work with minimal supervision. You'll be seasoned at keeping things running smoothly day-to-day and you'll be a natural at building relationships and bringing people together.

Some programmes will require weekend cultural excursion trip supervision, for example to Oxford, Cambridge, London, Winchester.

### **Core Role & Responsibilities**

#### Homestay Coordination

- On the arrival day introducing students to their homestay family;
- Ensuring drop off and pick up times, lunch arrangements, and evening and weekend arrangements, are adhered to by the host family;
- Ensuring that students always behave in a respectful and appreciative manner towards their host family;
- Support homestay families with any issues that arise.

Communication and Co-ordination with all clients and stakeholders



- Communicate with the school site to ensure a smooth-running programme of immersion
- Ensure students are enjoying a beneficial and well-supported programme at the host school site

### In-School Teaching

- Lead up to 3 hours per day of English Language and Culture lessons during week days in an engaging and enthusiastic manner; also, afternoons may include games, quizzes, sports, crafts, delivered in an immersive English environment
- After school sessions should be well-planned, and appropriate for the age group and interests of students. Opportunity Education has resources that can be provided to get you started.
- Prepare and deliver enjoyable, interactive activities for students, either by using OE activity plans or designing new activities; performing risk assessments as necessary to ensure the safety of the students

### Weekend Cultural Excursion

#### Supervision

- Lead engaging and confident coach trips to busy UK destinations, such as London, Cambridge, Oxford, Winchester.
- Prepare for such trips in advance, reading the trip notes and history briefing
- Ensure that students are properly supervised at all times. Supervision must be appropriate to the scenario and the age of the students
- Take regular attendance checks, informing the Managing Director of absences immediately
- Ensure students do not breach the rules of OE
- Engage with students in a friendly, but professional manner

### Student Welfare

- Ensure that students are supervised at all times, and adhere to behaviour guidelines
- Implement and monitor Child Welfare and Protection policies, Health and

Safety policies and adhere to guidance in the staff handbook

- Take steps to ensure the safety and wellbeing of students and staff at all times

### Safeguarding

- Promote a safe environment for all children and young people participating in the School Exchange Programme
- Ensure that OE's safeguarding policy and practices are kept up-to-date and properly implemented
- Work with hosting schools and the Homestay Manager to ensure OE's safeguarding policies are adhered to

The In-School Immersion Coordinator will be expected to work flexibly with other members of the Opportunity Education and Opportunity China team. We expect to help and support one another to manage the peaks and flows of our work, making best use of our resources, dealing with inevitable issues, seizing unexpected opportunities, and contributing to the development of the organisation as a whole.

### Accountability

The Immersion Programme Coordinator will report to the Immersion Programme Manager, and Managing Director.

**Number of Roles Available:**

**Location of Work:**

**Core Working Dates:**

**Additional Working Dates:**

**Typical Hours of Work:** 8am to 6pm Monday to Friday. Weekend trips may involve slightly longer days, 8am- 7pm

**Remuneration:** £9 per hour

**Equal Opportunities Statement**



OE recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

### **Safeguarding**

Opportunity Education operate a Safe Recruitment Policy. In addition, all candidates will be subject to an Enhanced DBS check.

### **Applications**

Applications should be made by sending a brief cover email and CV to:  
[steph@opportunity-china.com](mailto:steph@opportunity-china.com)