



BEO ACADEMIC OPERATIONS COORDINATOR

As an Academic Operations Coordinator you will work closely with the Academic Event Manager on delivering the prestigious British English Olympics (BEO) academic competition. This role requires strong organisational and interpersonal skills to uphold the competitions' standard.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.

About Us

The British English Olympics (BEO) offers a chance for ambitious international students and schools to put themselves to the test in a series of academic and problem-solving challenges. Our activity programme consists of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

You Need To Be

- Eligible to work in the UK
- 18 years old and over

You Must

- Have a proficient level of English in speaking and writing
- Have at least 1 year's experience working with junior learners
- Have an active interest in education and learning
- Have the ability to work as part of a diverse team with the aim of providing an excellent competition experience
- Have exceptional organisational skills with high levels of administrative accuracy and a meticulous eye for detail
- Have exceptional communication and interpersonal skills
- Have a flexible approach to your work, along with the ability to cope with changing priorities
- Be committed to fostering a fair yet competitive competition environment
- Demonstrate respect for equal opportunities and respect for race and diversity

IT WOULD BE GREAT IF YOU HAD

- A degree in teaching related field
- A CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- Some teaching experience
- Event management experience



Competition Duties

- The AOC helps the Academic Event Manager with ensuring that professional and fair standards are maintained throughout the competition and the competition guidelines are strictly adhered to by all staff and the participating teams.
- Support the competition judges and oversee the smooth running of the whole competition when the AEM cannot be present
- In the lead up to the competition, the role requires close cooperation with the AEM during induction days to ensure that all staff are fully informed of important information that will lead to the successful implementation of the competition



Management Duties

- Work closely with the Centre Manager, Activity Manager and BEO staff to ensure the effective operation of the centre and competition.
- Along with the AEM, attend Group Leader meetings and all briefings during the programme.
- Assist with scheduling & timetables, and briefing of competition hosts.
- Ensure each event and competition is set up in a timely and organised fashion
- Assemble all necessary paperwork from all staff in a timely manner as directed by the AEM.



Student Welfare

- Every member of staff must read and comply with Oxford International Junior Programmes' Child Safeguarding policy at all times
- Maintain proper levels of student discipline, safety and welfare



Other Duties

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model throughout your employment
- Carry out all other reasonable tasks

The BEO caters for juniors, aged between 12-16 years old

As an Academic Operations Coordinator, you will report directly to the Academic Event Manager throughout your employment

The role is residential with accommodation and meals provided for you at no cost.

A Day in the Life

This will give you a taste of what life is like on a typical day as an Academic Operations Coordinator*

AM sessions

08:00 - 12:00*



I'm up for breakfast, ready for the day's competitions!



I have attended a meeting with all staff involved in today's events. The AEM and I make sure the Judges and Competition Hosts, along with other staff, are well informed about the day's schedule and their duties. I am clear which competition today will be my responsibility



Once the meeting has finished I will oversee the setup of one of the venues and make sure that the competition is ready to start on time.

The competition will run throughout the whole morning. I monitor my venue and will be hand if a member of staff needs me to support and offer guidance. Hopefully everything will run well and I won't have to contact my AEM at all

PM sessions

13:00 - 17:30*



The morning competitions are ending and I collect the scores from the judges and review that all the forms have been filled in. I go to a brief meeting with my AEM to catch up on the morning's events and ensure that all competition folders are safely stored. It is now time for a well-earned lunch!



The competition will begin again at 2pm so I head off after lunch to make sure everyone is prepared for the afternoon's event
Like this morning, I will be overseeing the afternoon's events



Once the afternoon is over and the competition is over for the day I will once again review all the forms. The AEM will collate all the forms from the day before I scan them and send them to the Academic Director

EVE sessions

18:00 - 20:00*



I attend a Group Leader meeting with the AEM and Centre Manager regarding the next competition event tomorrow.



I brief staff meeting with the Activity Manager on how well the competition went today and what the schedule for tomorrow will be, answering any questions that may arise



Now my day is almost over I catch up with my AEM and make sure there aren't any corrections to be done and everything is ready for the next day of competitions!

*Please note activities and timetable can vary depending on campus and programme

Pay Information

- As an Academic Operations Coordinator you will earn £410 per week plus holiday pay.
- You will work at least 48 hours per week. You will be asked to 'opt out' of the 48-hour Working Time Directive. You are entitled to one day off per week (this can be taken at your discretion). The role demands a high degree of flexibility and will involve evening and weekend work. All academic staff have 2 non-consecutive days off in 14 days.

Why Oxford International Juniors?

- We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.
- With over 30 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.
- We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.
- Our values drive what we do - we care not just about our students, but our staff too.

Legal Information: Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will be asked to explain any work and/ or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children if you are new member of staff and 1 reference if you have worked with us in the past 12 months; show evidence of entitlement to work in the UK.

Contact us

Head Office: 259 Greenwich High Road, London, SE10 8NB

Phone: +44(0)208 312 8072

Instagram: [@oijuniorprogrammes](https://www.instagram.com/oijuniorprogrammes)

Email: recruitment@oxfordinternational.com

Facebook: [facebook.com/oxfordinternationaljunior](https://www.facebook.com/oxfordinternationaljunior)

Website: www.oxfordinternationaljuniors.com

