

# PERSON SPECIFICATION: Ilh Summer School COORDINATOR

## Background

### Essential:

- Extremely high standards of English
- Up-to-date knowledge of British life and culture
- CELTA or equivalent
- First degree or equivalent
- Eligibility to work in the UK
- Interest and experience in working with Young Learners
- Interest and experience in working with adults at a range of levels
- Understanding of safeguarding issues and Prevent duty
- Ability to initiate, organize and run social activities for students
- Valid, enhanced DBS certificate for the child workforce
- Ability to coordinate, manage and lead other staff
- Strong organizational skills, record keeping in soft and hard formats
- Ability to problem solve and react quickly to difficult situations
- Valid driving license
- Ability to manage budget accurately and realistically

## Personal Qualities

### Essential:

Enthusiasm and energy  
Willingness to be flexible  
Willingness to participate  
Good social and communication skills  
Ability to remain calm under pressure  
Strong sense of responsibility and initiative  
Self-confidence  
Cultural sensitivity  
Patience  
Team player