**DIRECTOR OF STUDIES JOB DESCRIPTION**

The Director of Studies (DoS) is responsible for the day to day running of the Academic Programme that takes place during five mornings each week, plus the afternoon Intensive English sessions that take place as part of the ‘English Plus+’ programme. The Academic Programme is the bedrock of a summer school and an integral part of the summer experience for students. The role requires a high level of organisation, preparation and management of teaching staff.

**THE ROLE**

Based residentially at one of our summer schools, the DoS works six days out of seven and will usually have one full day off per week. The DoS of an international residential summer school will have a passion for the subject and genuine enjoyment of working with young international learners. Although the DoS’s main responsibilities concern the Academic Programme, the DoS will also be expected to have an awareness of all aspects of the management of the course and be willing to address situations whenever they arise.

**PAY (per week)**:

From £700\* (including holiday allowance at 12.07% of basic pay), plus board and accommodation at the school

*\*Experience and school depending*

**CONTRACT DATES:**

Various - depending on school and position

Between 2nd July and 21st August

**MAIN DUTIES**

The DoS is responsible to the Summer School Director and will:

* Take overall responsibility for implementing and monitoring the performance of the Academic Programme
* Organise all aspect of the weekly academic presentation competition, known as the ‘Time to Shine’, following the procedural notes and guidance given by the Academic Management.
* Attend SBC Management Training prior to arriving at the school, in order to be familiar with all aspects of the English and Summer Study syllabus and schedule
* Be responsible for pre-arrival academic setup and effectively induct teachers at the beginning of the course
* Set up the Teachers’ Preparation room with appropriate signage and maintain it as a functioning workspace
* Organising the students into classes and informing students and teachers of their classes and levels.
* Support, manage and guide teachers through lesson observations, feedback and workshops
* Fulfil all administrative duties as directed
* Keep clear and accurate records of class attendance and work covered
* Hold daily teachers’ meetings
* Carry out lesson observations and feedback
* Carry out regular teaching workshops and ideas sessions
* Ensure appropriate standards of student discipline are maintained
* Deal sensitively with enquiries on classes and levels
* Teach when necessary to provide cover for absent teachers
* Ensure reports and leavers’ certificates are produced on time
* Organise the Intensive English classes in the afternoons
* Provide feedback on the SBC syllabus and academic processes at the end of the summer

**GENERAL DUTIES**

All members of staff have a general duty of care for the students at the summer school and as such will be expected to carry out the following duties:

* Work closely on a daily basis with the other members of the management team to ensure the successful running of the school
* Assist with arrivals and departures, welcoming students and parents at the school
* Communicate with parents via e-mail, over the phone and face-to-face in a friendly and professional manner, handling any enquiries and requests efficiently
* Assist with welfare and pastoral duties including house, meal-time and evening duties when required
* Have an awareness of all aspects of the management of the summer school and how the Academic Programme fits in with other parts of the programme

**PERSON SPECIFICATION**

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. Generally, there must be a real interest in working with children and in particular a strong empathy for working with international children. We look for staff to understand the responsibilities involved with residential positions and therefore be enthusiastic, approachable, supportive, diplomatic and importantly, flexible.

**REQUIREMENTS**

* Educated to degree level or equivalent
* Possess a TEFLQ qualification
* Have considerable TEFL experience
* Experience of managing staff in an educational capacity
* Previous residential summer school experience essential

**Should you be successful...**

* We will require the contact details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about, and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service (DBS) check (and equivalent if living outside the UK), and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates will be required for our records.

Please note due to the nature of the role, proficient English speakers are preferred. We cannot offer work permits to candidates who are not eligible to work in the United Kingdom.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*