



British
Summer
School

Recruitment Guidance

DIRECTOR OF STUDIES

MANAGEMENT ROLE

future
ready

Our Vision & Values



Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

JOB ROLE:

Director of Studies

REPORTING TO:

Centre Manager and Senior Academic Manager

KEY PURPOSE OF THE JOB:

To oversee the academic programme and to ensure that all teaching, processes, and paperwork always meet British Council standards.

HOURS:

08.00 pm to 18.00 pm

Hour may vary on Fridays and weekends depending on the needs of the camp

SALARY:

£758.45 per week + 12.07% Holiday Pay
Total weekly pay £850.00 per week including holiday pay

JOB LOCATION:

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

WRITTEN BY:

Danny Kenward

DATE:

31st October 2023

Accountabilities

- To understand how the BSS language programme works and to ensure that all teaching, processes, and paperwork meet British Council standards at all times.
- To lead a team of EFL teachers and provide the necessary guidance and support to ensure they are teaching to an acceptably high level. Run a "buddy system" for less experienced teachers.
- To create and maintain a positive atmosphere amongst EFL staff and language students within the EFL programme.
- To observe and appraise all teachers and provide constructive feedback.
- To monitor teachers' lesson plans and lesson records, ensuring lesson plans show variety, a good pace, and are challenging for the students.
- To assess the standard of all language students and to place them into classes according to their ability. Match teachers appropriately to classes and, where possible, take teachers' level preferences into account.
- To take responsibility for the safety, welfare, and behaviour, including discipline, of all students during the English programme time.
- To deal with any queries or problems that staff, students, parents or agents may have about the teaching of the EFL programme in a calm and efficient manner.
- To take responsibility for any English language examinations carried out at the centre, including advising students, setting up the examination room, arranging invigilator(s), and providing exam feedback (if available immediately)
- To ensure that student exercise books are up-to-date, work is marked, mistakes have been corrected and students' self-reviews have been completed
- To ensure that classroom displays are clear, vibrant, illustrative, and representative of the students' weeks work.
- To ensure written reports are being completed for each language student at the end of each week and to carry out an end-of-week presentation of certificates and awards.
- To act as an additional cover teacher when necessary (qualified teachers who are not on a full teaching schedule should be used for cover in the first instance).
- To run twice weekly EFL staff meetings and CPD sessions. Encourage experienced teachers to take charge of some CPD sessions themselves.
- To provide elocution guidance to activity coaches to link English language learning taking place inside of classrooms with activity programmes.
- Any other duties as reasonably requested by the Centre Manager or Head Office team.

Key Skills

- Strong leadership skills, be able to manage, develop and motivate a team of coaches and able to set high standards
- Able to deal well with pressure and to multi-task
- Enthusiastic and friendly
- Excellent communication skills with people of all levels
- Flexible and adaptable approach to working hours

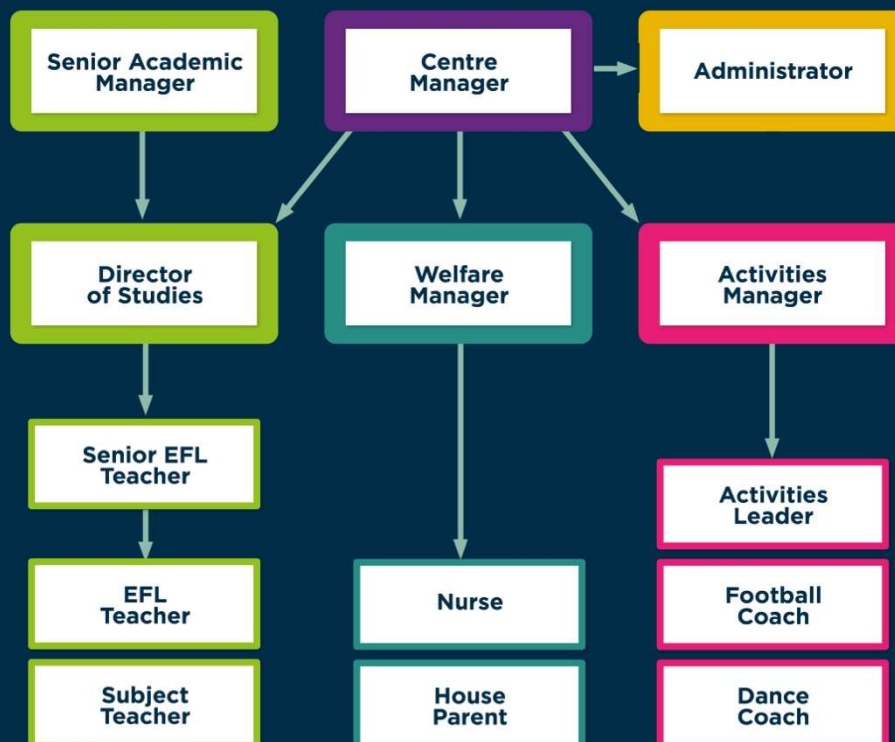
Qualifications

- First degree or equivalent
- DELTA, Trinity Diploma in TESOL or equivalent
- Previous DOS/ADOS experience with this age group; able to lead and motivate a team of staff Independent and able to problem-solve
- HSE-approved First Aid certificate would be advantageous

Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

Staff Organogram





**For more information
or to apply visit:**

britishsummerschool.co.uk/summer-jobs



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



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