

DIRECTOR OF STUDIES

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

The Director of Studies' key responsibilities are to ensure the smooth running and successful delivery of all aspects of the academic programme on centre, and to work closely with the other managers to provide a cohesive, productive and enjoyable experience for the students, staff and group leaders. The Director of Studies will provide ongoing support for EFL Teachers in the preparation, co-ordination and teaching of English.

MAIN TASKS

The Director of Studies uses our in-house resources and syllabus to implement the academic programme. The DOS is responsible for planning lesson delivery, academic administration, checking class registers and monitoring student progress to achieve the objectives of our syllabus. The DOS needs to ensure that the lessons being delivered are engaging, age and level appropriate and student-centred to suit our young learners aged.

The DOS organises and manages the Placement and Exit Testing of students, academic time-tabling, course planning and student graduation. Where applicable, he/she will organise and oversee the delivery of Trinity exams. To ensure that activities and lessons integrate, the DOS will liaise with the Head of Sports and Activities.

The DOS inducts and manages a team of teaching staff, creating a positive, enthusiastic environment to deliver a high-quality programme and achieve student satisfaction. The DOS is responsible for staff appraisals and delivering feedback to promote CPD and address any performance issues that arise. The DOS monitors teaching staff levels and liaises with the Recruitment Manager to maintain appropriate teacher to student ratios.

At the end of the course the DOS must write a full job specific report for the Academic Director.

SAFEGUARDING RESPONSIBILITIES

- Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.
- Promote a positive culture of information sharing which leads to effective safeguarding processes being followed as per the company's Safeguarding Policy.
- Take responsibility on behalf of Ardmore for day to day safeguarding management as the Deputy Designated Safeguarding Lead, following the Ardmore safeguarding policy.

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

ESSENTIAL CRITERIA

- ✓ Bachelor's Degree and CELTA, CELTYL, Trinity TESOL, or PGCE, or equivalents.
- ✓ Minimum of TWO years teaching EFL.
- ✓ Ability to lead an academic team.
- ✓ Excellent organisational skills.
- ✓ Adaptable and diligent attitude.
- ✓ Ability to motivate and enjoy working with large groups of children/teenagers.
- ✓ Eligible to work in the UK and 18 years old or over.

DESIRABLE CRITERIA

- ✓ DELTA or DipTESOL.
- ✓ Experience of teaching young learners.
- ✓ Proven leadership skills.
- ✓ Hold a valid First Aid Certificate.
- ✓ Experience of teacher observations (with feedback).
- ✓ Experience of testing and placement of students.
- ✓ Experience of managing teams in summer school environment.
- ✓ DBS and/or Overseas Police Checks that are valid (Ardmore will assist with this).

PERSONAL ATTRIBUTES

- ✓ Clear communicator.
- ✓ Excellent work ethic.
- ✓ Ability to work in a high-pressure environment.
- ✓ Natural ability to lead and work in a team.
- ✓ Flexibility and adaptability in a changing environment.
- ✓ Positive and solutions-focused outlook.
- ✓ Multi-tasker.
- ✓ Enjoys working with students.

KEY FACTS

- ✓ Reports to: Centre Director and Academic Director.
- ✓ Residential option includes full board and accommodation free of charge.
- ✓ 48 hours per week (Some weeks you may be required to work more than 48 hours. You will be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Evening and weekend work required.
- ✓ Must be able to attend leadership training from 20th June 2020.

A WEEK AS A DIRECTOR OF STUDIES

DAY	MORNING	AFTERNOON	EVENING
1	Placement Tests and Ardmore Life	Mark Placement Tests	EVENING OFF
2	Create Class Registers	Observe Lesson Delivery	Conversation Club
3	Appraisals	CPD Sessions	Meal Duties
4	Appraisals	Diploma Writing	EVENING OFF
5	Gather Student Feedback	Mark Exit Tests	Assist CD with Arrivals
6	Plan Student Graduation	AFTERNOON OFF	EVENING OFF
7	DAY OFF	DAY OFF	DAY OFF

ADDITIONAL INFORMATION

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

PROGRESSION

Centre Director