



Kings Young Learners

Last updated: 23rd Feb 2021

Job Description: Director of Studies 2021

Location: Downside School, Bath
Cheltenham College, Cheltenham
London Southbank University

Reports to: Centre Manager

Role description

The role of the Director of Studies is to organise, supervise, monitor and support the implementation of the academic programme. The Director of Studies is also involved with some administration duties at centre. The Director of Studies works a 6-day week with one full day off.

Duties and Responsibilities:

- To manage the delivery of the academic syllabus as prescribed
- To timetable teachers appropriately according to strengths, skills, experience and preferences
- To be responsible for the supervision, guidance and monitoring of teaching staff
- To work alongside the Centre Manager regarding student induction
- To assist where necessary with lesson preparation and be available to teachers for academic support
- To provide regular lesson observation and feedback to teachers
- To provide academic workshops
- To organise and administer student placements and subsequent class changes
- To update and post class registers
- To monitor student attendance
- To monitor and counsel students on academic matters
- To maintain teaching resources, books and audio-visual or IT equipment and set up teachers' resource room
- To issue first and end-of-course feedback questionnaires and to ensure they are completed by all students
- To issue end-of-course certificates and special certificates for hard workers, and coordinate academic reports
- To ensure child safeguarding and welfare procedures are in place and adhered to
- To ensure any covid safety practices are in place and adhered to



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- To liaise with the Activities Manager regarding the excursion programme to ensure students are prepared in class for excursions
- To coordinate group leader class observations
- To provide cover in the event of staff sickness or emergency cover being required to cover teacher absence
- To teach and take part in the centre's programme of sporting and social activities, excursions and transfers in weeks where student numbers are low
- To teach during weeks where student numbers are low
- To submit regular specified academic paperwork to Kings Summer Central Office
- To carry out 24-hour emergency duty on a rota basis (1-2 nights per week)
- To carry out administrative duties as directed by the Centre Manager (such as office duty, bank duty)
- To assist Centre Management with arrival and departure days
- To ensure there is a strong social media presence
- Other duties as directed by Centre Manager

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check. All staff must be eligible to work in the UK

Applicants must be able to demonstrate:

- University degree
- DELTA / Trinity Diploma in TESOL / MA in ELT or Applied Linguistics or equivalent
- Proven organisational/administrative skills
- Excellent communication and interpersonal skills
- Flexibility and adaptability as regards working hours and duties
- Strong leadership qualities and the ability to inspire/enthuse others
- Ability to work well within a team
- Excellent references from previous employers
- Can-do attitude
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Desirable attributes include:

- Valid clean driving licence
- Current First aid certificate
- Safeguarding Young People training or equivalent
- Covid safety training

Remuneration Package:





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- Salary is dependent on experience.
- Food and Accommodation: Accommodation and 3 meals per day are provided
- Holiday Pay: 12.07% of your gross pay will be added to final pay
- Bonus: A loyalty bonus of £20 per week is paid to all Director of Studies returning to a Director of Studies role and is added to final pay
- Staff at Kings are paid fortnightly (a week in hand)

Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment.