



Director of Studies (DOS)

Summer 2010

35 hours: £465 per week

Job Description

The Director of Studies is responsible for the implementation and administration of all aspects of the academic programme, including the management of the teaching team and their performance. This is a management position and therefore, you should expect a demanding workload. It is also a residential position, and duties may include assisting with supervision of students in the Halls of residence.

The role of a DOS incorporates the following:

- With the other members of the management team, ensuring that a high quality programme is delivered, following our guidelines closely
- Overall management of the academic programme and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring that lessons and activities are integrated, following our syllabus and guidelines
- Safety and welfare of all students at all times

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you will be subject to an Enhanced

Disclosure Scotland background check. (Payable by the employee)

Reports to: Managing Director, Director of Operations

Main Duties and Responsibilities

Welfare

1. To have read and understood the St Andrew's College Summer School teaching manual and staff handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.
2. Take on Welfare Supervision duties as and when required, as designated by the Director of Operations.
3. Ensure that all St Andrew's College Summer Schools Health & Safety policies are implemented and monitored.



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Management Responsibilities

4. Lead the Academic Staff Induction Day, usually one or two days prior to the students' arrival.
5. Establish and maintain open communications among staff, with clients and Director of Operations.
6. Organise Group Leaders sessions for up to 3 hours per week (depending on demand). These may be on British culture, an update of teaching practices and resources or an exchange of problems, solutions and ideas.
7. Maintain accurate staff records, including staff rota.
8. Set up and close the centre, pack and return all stock and equipment according to guidelines.
9. Be familiar with British Council and English UK guidelines (documents available on site) and ensure academic management achieves and maintains the standards set out in these guidelines. Co-operate with any British Council Inspection procedures.
10. Write weekly reports to be submitted every Monday, and a final report to be submitted to Academic Director and Managing Director within three days of the centre closing.
11. Establish and maintain open communication between the centre, clients, and Managing Director.
12. Represent St Andrew's College Summer Schools positively in all conversations with clients, staff, and the host centre.

Academic

13. Manage the Academic Programme according to St Andrew's College Summer Schools guidelines and procedures.
14. Ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to our guidelines.
15. Be proactive, offering support to teachers before it is requested. Guide newly qualified staff in preparing lessons.
16. Observe and appraise all teaching staff and give regular, documented feedback on performance.
17. Establish and maintain correct academic procedures, including placement testing, weekly tests, class size and composition, allocation of teachers to appropriate classes and levels, completion of paperwork, records of work and certificates.
18. Monitor integration of the teaching and activities programmes.
19. Monitor and be responsible for all academic resources and equipment.
20. Run weekly staff meetings and optional seminars corresponding to the needs of the teachers.
21. Teach when necessary e.g. teacher absence/sickness/insufficient student numbers.
22. Accompany students on excursions when required.
23. Additional duties as required.



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Essential Requirements

- RSA DELTA* or
- Trinity College London Licentiate Diploma in TESOL* or
- PGCE TEFL/TESOL* or a taught post-graduate course (MA equivalent) in TEFL / TESOL, including at least 6 hours of supervised teaching practice
- Native or near native level of fluency in English
- Over three years' full-time EFL experience
- Proven competence in academic leadership
- Proven people management skills
- Educated to degree level
- Able to adapt quickly to change
- Effective communicator
- Proven competence in administration
- Smart personal appearance
- Computer literate

Salary per Week: £465 + Holiday Pay + Full board Accommodation (6 Days / 35 Hours)

All staff accrue pro rata paid holiday during their period of employment.

Holiday entitlement is set at 28 days per annum pro-rata.

Salaries are paid in arrears into a UK bank account every week.

Staff do not receive any overtime payment unless this is expressly agreed with the Director of Operations

All staff must be employees of St Andrew's College Summer Schools.