

PARTICULARS OF EMPLOYMENT

Post title:	Director of Studies
Salary Scale:	Basic rate of £425 per week plus a performance bonus linked to student numbers at the centre, and accrued holiday pay. Increments available
Department:	Academic
Contract:	Temporary, Fixed Term
Responsible to:	Centre Director, Academic Manager

MAIN DUTIES

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
- Teach when necessary

KEY RESPONSIBILITIES (This list is not exhaustive)

Welfare

1. To have read and understood the DOS manual, supervision 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. Assist in the programme of student supervision. All members of the CMT have student welfare duties on a rota basis. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy. You will also be expected to carry out night time duties on a rota basis (10 pm to 1 am), usually 2 – 3 times a week.
3. Take on Welfare Supervision duties as and when required, as designated by the Centre Director.
4. Ensure that all Stafford House Health & Safety policies are implemented and monitored.

Management Responsibilities

5. Support the Centre Director in the overall management of the centre.
6. Along with the rest of the management team, lead the Staff Induction Day, usually one or two days prior to the students' arrival.
7. Establish and maintain open communications among staff, with clients and Head Office.
8. Liaise with the Activities Manager to organise the rota for teachers' supervision of the activities programme.

9. Organise Group Leaders sessions for up to 3 hours per week on request. These may be on British culture, an update of teaching practices and resources or an exchange of problems, solutions and ideas.
10. Deputise in the Centre Director's absence.
11. Maintain accurate staff records, including staff payroll and rota.
12. Set up and close the centre, pack and return all stock and equipment according to guidelines.
13. 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.
14. Write weekly reports to be submitted every Monday, and a final report to be submitted to Head Office within five days of the centre closing.
15. Establish and maintain open communication between the centre, clients, and Head Office.
16. Represent Stafford House positively in all conversations with clients, staff, and the host centre.

Academic

17. Manage the Academic Programme according to Stafford House Study Holidays guidelines and procedures.
18. Ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to our guidelines.
19. Be proactive, offering support to teachers before it is requested. Guide newly qualified staff in preparing lessons.
20. Observe and appraise all teaching staff and give regular, documented feedback on performance.
21. 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.
22. Monitor integration of the teaching and activities programmes.
23. Monitor and be responsible for all academic resources and equipment.
24. Run weekly staff meetings and seminars corresponding to the needs of the teachers.
25. Organise pre-booked Trinity Spoken English Examinations (if applicable).
26. Teach when necessary e.g. teacher absence/sickness/insufficient student numbers.
27. Additional duties as required.

INFORMATION

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 will include assisting with supervision of students in the residences.

As a member of the centre management team, the DOS is also required to work closely with the Centre Director and the Activities Manager on issues relating to the overall running of the centre.

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 a CRB Enhanced Disclosure or Disclosure Scotland background check.

Attendance at the Management Training Weekend is mandatory (usually mid-June in London).