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## Language in Action

(part of Malvern International)

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PART OF MALVERN INTERNATIONAL

## Job description: Director of Studies

**Line Manager:** Centre Manager

**Line Manager Reports to:** Academic Manager/General Manager

**Responsible for:** All academic aspects of the centre including managing the teaching team, organising placement tests, streaming of classes, teaching when necessary, implementing the academic programme and administration relating to exams/tests when required.

**Purpose:** To lead the team of teachers at the centre and ensure that they produce a language learning experience that meets the expectations of the participants and clients. In addition, to understand the importance of quickly putting a system in place, and a team together for a short-term contract. The Director of Studies will work closely, not only with the teaching staff, but with the Centre Manager, Activity Manager/Welfare Officer and Activity Leaders to produce the best possible course for our students. An understanding of the, sometimes, conflicting needs of both student-facing "sides" of a centre (teaching and activities) is essential. Cover for Director of Studies is Senior Teacher if it is for short term (up to 3 days), Academic Manager if it is for longer.

### GENERAL RESPONSIBILITIES

- Act in a professional and appropriate manner with all of LiA/Malvern International's agents, clients, students, host campus staff, and LiA staff; furthermore, not to engage in any activity which may bring LiA/Malvern International or the designated host campus into disrepute.
  - Undergo online training for Prevent and Advanced Safeguarding Training (Level 2) before the commencement of employment (provided prior to the start of employment).
  - Read, be fully conversant with, and act in accordance with the staff handbook, company policies, relevant Child Protection documents and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment). Remaining vigilant in all matters of student welfare and reporting issues or concerns to an appropriate member of staff.
  - At all times, act in accordance with the company policies outlined in the staff handbook, maintaining an approachable, but professional and appropriate attitude towards all students, group leaders and staff.
  - Ensure that the company's health and safety guidelines are followed on and around campus.
  - Ensure that teachers and students adhere to the code of conduct laid down by the company, report any incidents of misbehaviour to the appropriate member/s of staff.
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## RESPONSIBILITIES AND TASKS

- Attend a training day, or days, before the start of the course, and thereafter attend any staff meetings considered necessary by the management team.
  - Prepare and conduct daily staff meetings in the morning to check in with teachers and give any notices.
  - Organise placement tests for students on arrival, the marking of tests and the efficient streaming of students into classes based on test results. Please be aware that, depending on group arrival days, this may well involve evening work.
  - Prepare registers, class lists and timetables, records of work, and all paperwork required by teaching staff to comply with British Council requirements.
  - Assign teachers to classes and classrooms, ensuring that teachers are teamed in such a way that every class has a different teacher for the second teaching session.
  - Coordinate with the Centre Manager and Activity Manager on matters of timetabling, to ensure the correspondence of group schedules, contracted teaching hours and activity programmes. Additionally, to cooperate fully in the compilation of staff rotas, and remain in clear and open communication during reasonable working hours.
  - Take an active role in Group Leader welcome meetings as the company's on-site academic representative and remain available to Group Leaders at specified and agreed times.
  - Be available to teaching staff during lesson times and, for an agreed and reasonable period, before and after lessons.
  - Monitor teachers' timekeeping and appearance, and to take appropriate action when necessary.
  - Monitor teachers' performance, through classroom observation and informal discussion and feedback. Give guidance and advice when necessary.
  - Ensure that all lessons are covered by an appropriate member of the teaching staff, and if necessary, depending on staff levels and student numbers, teach or arrange cover teaching when required.
  - Maintain accurate records of the hours worked by teachers and pass this information to the Centre Manager/Academic Manager on a weekly basis so that accurate and timely payment to teachers can be made.
  - Ensure stock control of book supplies and all teaching materials is carried out weekly by the Senior Teacher. Ensure that, while teachers have access to all reasonable materials, they are used in a cost-effective manner. Order or arrange purchase of teaching materials when needed.
  - When necessary, liaise with the Academic Manager/General Manager over exam/tests entries. In conjunction with the Senior Teacher and the teaching team, ensure students are entered at the appropriate level, arranging preparation classes prior to the exam where appropriate.
  - Ensure the academic element of LiA notice boards and signs around the centre is prepared and updated by the Senior Teacher to ensure students, leaders and staff are kept informed of the academic programme and that a LiA academic presence is visible on campus.
  - Monitor student numbers so that teachers are deployed in an efficient manner, and, in the event of contract extensions, take decisions on staffing after the expiry of teachers' initial contracts.
  - Ensure that teachers are aware of activity programmes and use any excursion preparation material available before students go on excursions.
  - Ensure that all students are presented with a correctly completed end of course report and certificate of achievement before they leave.
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- Respect and implement all Safeguarding and Prevent policies and regulations for best practice. Report any concerns to the Designated Person (DP) at the centre.

## PERSON SPECIFICATIONS

### QUALIFICATIONS

Successful candidates will have, as a minimum:

#### Essential:

- A university degree
- TEFLQ certification (e.g. Cambridge DELTA / Trinity DipTESOL or equivalent),
- A current Enhanced DBS check
- At least 3 years' EFL teaching experience
- Experience of academic management
- Eligibility to work in UK

#### Desirable:

- Residential summer school experience
- The ability to manage a team of teachers
- Proven native speaker level competency (e.g. Cambridge Proficiency Exam).

### SKILLS

The ability to make decisions quickly and calmly; be a good communicator; ability to lead a team of people effectively; ability to prioritise and multi-task during busy periods; problem solving; managerial ability and experience with residential summer school, professional attitude to teaching and management; flexibility; diplomacy and tact; enjoys working with children and young adults.

### PLEASE NOTE

Short-term language courses, by their very nature, require a degree of flexibility. The tasks outlined in this job description are subject to change and it is expected that all Language in Action staff will assist in any tasks deemed necessary for the successful running of the centre and for which they can be considered qualified.

### PAY AND CONDITIONS

Weekly salary: **£536.00** (gross salary). The posts are offered on a residential full-board basis. Working hours will vary from centre to centre according to student numbers, frequency of intakes and staffing structures. Weekend/late evening work may be required. It would be to your advantage to open a British bank account otherwise the only option we have for foreign account is to pay you at the end of your working period. All the international bank fees are paid by the employees and deducted from the salary. If you have a British bank account, you will be paid every two weeks.

### ROOM AND BOARD

The position of Director of Studies is live-in. Full board accommodation including single room, breakfast, lunch and dinner will be provided.

### HOW TO APPLY

To apply for this position, fill up the application form you find on our website (website address below) and send a CV to [emiliano.sallustri@malvernplc.com](mailto:emiliano.sallustri@malvernplc.com) or use the link on the website to send a copy: <https://www.languageinactionltd.co.uk/work-for-us>

### SAFER RECRUITMENT POLICY

Language in Action operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV and the contact details of 2 suitable references (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

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All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas. If applicants lived for more than 3 months in different countries within the previous 5 years, they will be required to provide a police check from each different Police country Department. All employees will be expected to provide proof of identity and all relevant qualifications (Originals only) – photocopies will be taken for our records. All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors.

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