



# Twin Vacation Courses

2nd Floor, 67 - 71 Lewisham High Street, London, SE13 5JX, United Kingdom.

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## Job Description

**Job Title:** Director of Studies

**Responsible to:** Centre Manager (& HQ Academic Manager)

**Job purpose:** To ensure the smooth running of the academic programme and compliance of the programme with regulatory bodies. To provide assistance with the general aspects of the summer school, and provide support wherever possible.

### Main Duties to:

- Organise and manage the testing and induction of students
- Organize and manage the academic programme
- Organise the recording of attendance for classes and maintain accurate records.
- Establish a positive working relationship with the teachers
- Place students in appropriate classes and create class lists
- Ensure quality control for all academic delivery
- Ensure customer satisfaction with regard to the academic programme
- Ensure that what has been sold to the client regarding the Academic programme is provided at the centre
- Liaise with students and group leaders over classes etc
- Carry out lesson observations
- Manage appropriate use of teaching resources, including excursion preparation material
- Induct, line manage and support teachers
- Carry out academic administration, ensuring all paperwork is clear and sent promptly to HQ
- Ensure high levels of student safety and welfare, including risk assessing classrooms and outside learning environments
- Conduct in-service Teacher development sessions and Group Leader Training\*
- Organise and administrate Trinity ESOL Exams where required
- Assist/Support other managers in other aspects of the programme
- Deputise for the Centre Manager when necessary
- Teach where required
- Liaise with Group Leaders, regarding curriculum, observations etc\*\*
- Organise academic reports and certificate awards/presentations for all leavers
- Ensure all students and Group Leaders complete and return feedback forms
- Complete an End-of-Course Report
- Any other reasonable/appropriate duties

\* Dependent on Centre

\*\*Note the Alitur groups have three additional hours of lessons which need to be timetabled.

*This description is intended as a guide only to the main duties of your job and the principal terms of employment. A full job description with guidance notes and advice is available in the Director of Studies Handbook.*





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### Person Specification

The director of studies must be diploma level qualified (DELTA and/or an MA with a substantial element of observed teaching practice). Candidates should have a pleasant and outgoing personality in order to communicate effectively with students, staff and visitors. They must also have a proactive, flexible and enthusiastic approach to the job.

### Essential:

- At least three years teaching experience.
- Must be educated to degree level
- Must be flexible
- Ability to multi-task effectively
- Ability to delegate
- Ability to lead and support a team of teachers
- Ability to work in a high pressure and fast paced environment
- Must be able to demonstrate good problem solving capabilities.
- Must have summer school experience

### Desirable, but not essential:

- Previous management experience within a team.
- First aid qualification

The most important requirement is that applicants are enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

Remuneration will be at a competitive rate, depending on the experience of the individual applicant.