

### General Data

<b>DIRECTION/DEPARTMENT:</b>	Twin Summer Centres
<b>JOB TITLE:</b>	Director of Studies (DoS)
<b>REPORTS TO:</b>	Centre Manager and Head of Academic Quality/ Academic Coordinator (Ireland)
<b>RESPONSIBLE FOR:</b>	EFL Teachers + Activity Leaders
<b>LEVEL:</b>	Management

### Overview of the role

To organise and implement the academic programme; manage the teaching staff; assist the Centre Manager in the day-to-day running of the Centre; maintain proper levels of student safety, discipline, and welfare.

### Responsibilities

- Ensuring customer satisfaction with the academic programme
- Setting up and daily maintenance of academic notice boards
- Ensuring the weekly checklist is used to measure student progress.
- Student testing and induction
- Placing students in appropriate classes, creating class lists and registers, including conversation club registers.
- Scheduling of classes and teachers
- Ensuring the syllabus is followed and suitable supplementary materials are used.
- Providing assistance with lesson planning, particularly for recently qualified teachers
- Managing academic resources
- Running teacher and staff meetings, and keeping meeting minutes
- Delivering weekly teacher and Group Leader development sessions
- Ensuring lessons are high quality through formal and informal observations.
- Managing teachers' performance, including delivering appraisals
- Assisting in delivery of on-site staff induction
- Ensuring students are present in class and that accurate records of class attendance are kept.
- Overseeing the delivery of GESE tuition programme and organising GESE exam
- Ensuring the integration of language learning with the social programme
- Overseeing the delivery of student induction
- Ensuring the copyright rules are followed.
- Assisting the Centre Manager as required and deputising in case of absence.
- Assisting/Supporting other managers in other aspects of the programme
- Working with the Class database
- Teaching where required
- Liaising with Group Leaders regarding curriculum, observations etc.
- Ensuring academic reports and certificates are completed.
- Organising a weekly leavers' ceremony
- Ensuring all students and Group Leaders complete and return feedback forms.
- Recording and managing day-to-day issues as they arise and applying sensible solutions.
- Liaising with college administrative staff at hired premises.
- Ensuring high levels of student safety and welfare, including risk assessing classrooms and outside learning environments

**The company reserves the right to vary or amend the functions and responsibilities of the post holder according to the needs of the Company's business.**

- Ensuring that measures are put into place for students with special educational needs or disabilities.
- Ensuring the supervision ratios are met at all times including mealtimes and free time.
- Reporting accidents/ incidents to the Centre Manager and completing necessary documentation
- During lesson time or in the absence of the centre manager, taking charge in case of an emergency.
- Maintaining adequate levels of student and staff discipline
- Ensuring that teachers fully participate in activities and excursions.
- On-call overnight to respond to emergencies
- Taking on the role of fire warden
- Taking on the role of first aider
- Take on the role of deputy Designated Safeguarding Officer, comprising of:
  - Implementation of all aspects of the safeguarding policy.
  - Reporting any concerns immediately to the onsite Designated Safeguarding Staff member
  - In the absence of the onsite Designated Safeguarding Staff member, dealing with any safeguarding concerns following the procedures documented in the safeguarding policy.
  - Maintaining detailed, accurate and secure written records of any safeguarding referral, complaint, or concern – even where that concern does not lead to a referral.
  - Acting as a source of support, advice, and expertise for colleagues on matters of safety and safeguarding, and ensuring Policies & Procedures are known.
  - Ensuring open and listening culture.
- Any other reasonable/appropriate duties

#### Principle Accountabilities

- Overseeing effective implementation of academic programme
- Ensuring informative, engaging, and communicative lessons are taught.
- Ensuring the health, safety, and welfare of students at all times

#### Knowledge/Experience required

##### Essential requirements:

- At least three years full time teaching experience with a large proportion of it being with young learners.
- Experience working in a fast paced and high-pressure environment.
- Experience working as part of a team.
- IT literate

##### Desirable, but not essential:

- Summer school experience
- Previous managerial experience
- Administrative experience
- Safeguarding training
- Experience of working in a multi-cultural environment
- Customer service experience
- Ability to speak a second language

#### Education/Qualification

- Educated to degree level.
- Essential- Diploma level qualification (DELTA/Trinity TESOL Diploma and/or MA with a substantial element of observed teaching practice)
- HSE-recognised First Aid certificate (such as St John's First Aid at Work) desirable.

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## Person Specification

- Flexibility, enthusiastic and proactive approach to the job
- Ability to multi-task effectively
- Ability to delegate
- Ability to lead and support a team of teachers.
- Excellent communication and problem-solving skills.
- Good time-management and organisation skills
- Committed to continuous personal and organisational development.
- Authoritative
- Caring and understanding
- Strong understanding of the principles of safeguarding
- Professional appearance in line with Twin policy

**Note: This role is subject to the applicant attending a blended induction delivered virtually on June 17th and face-to-face in London/ Eastbourne or Dublin (location TBC nearer the time) on June 18th 2023**

### **Safeguarding, Welfare and Prevent**

Twin Group is committed to the safeguarding of children and vulnerable adults, the prevention of radicalisation, and promoting the welfare of all of our customers, and we expect all staff and volunteers to share this commitment. Twin Group has as a Safeguarding Policy which all staff must read and comply with. Successful applicants who will work directly with children and/ or vulnerable adults will be required to undertake an enhanced DBS/ Garda Vetting and complete mandatory training.

### **Equality & Diversity**

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. Twin Training has an Equality and Diversity Policy, and it is the responsibility of all staff to comply with this.

### **Confidentiality**

The post holder must maintain the confidentiality of information about customers, staff, and other Twin Training stakeholders. Some work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act (UK) and Data Protection Legislation (Ireland) (GDPR).

### **Health & Safety**

Employees must comply with the provisions of the 'The Health and Safety at Work Act 1974 (UK) and the Safety, Health, and Welfare at Work Act 2005(Ireland) and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The organisations efforts to promote a safe and healthy working environment can only succeed with the full cooperation of its employees.

### **Flexibility**

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other reasonable and lawful duty or instruction.

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I confirm that I have read, understood, and accept the requirements detailed in this job description.

Signed:			
Print name:		Date:	

H.R. Administrator Signed:			
Print name:		Date:	