**Assistant Director of Studies**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level * CELTA qualified or equivalent * Experience working in a busy EFL school * Minimum 3 years teaching experience * Demonstrable experience in a comparable professional role | * DELTA qualified or equivalent * Experience and understanding of Safeguarding and Welfare issues * Experience working with young learners aged 10-18 * First Aider |
| **Skills, knowledge and understanding** | * Excellent Administrative skills * Excellent written and oral communication skills * Excellent time and people management * Ability to manage staff in a supportive and effective manner * Experience of course development * High level of competency in IT, particularly Word, Excel and Outlook * Valid driving licence | * Knowledge of database systems * Experience or involvement in CPD * Knowledge and experience of using Microsoft Publisher, or other publishing software * Experience of British Council inspections * Knowledge of health and safety issues |
| **Personal attributes** | * Ability to work well and remain calm under pressure * Ability to be flexible and adapt to changing needs * Organised and methodical * Ability to work well independently without close supervision, as part of a team with a shared goal * Ability to exercise judgement in making decisions (following established procedures) or referring to others * Excellent level of accuracy and attention to detail * Willingness to work as part of a small team |  |

The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.