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**Director of Studies**

**Contract:** Full-time, permanent (three month probationary period)

**Hours of work:** 08 30 – 17 00 with additional hours as required by the needs of the job.

**Start Date:** Immediate

**Salary:** on application

The Director of Studies is responsible for all aspects of the academic management of the school and is under the management of the Director. The post holder will be part of a small, busy team working to deliver a varied and appealing education programme to international students aged 11-18. The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

 Responsibilities are as follows:

**Recruitment and management of teaching staff for Residential and Homestay Courses**

* Recruitment of teaching staff, follow up references, ensuring all recruitment documents are up to date including DBS
* Manage the Teaching Dept. - book teachers and arrange teaching cover when staff sick.
* Support and guide other members of the Academic Team and all teachers through lesson observations, feedback, workshops and overview CPD
* Oversee State School Integration Courses and liaise with appropriate contacts
* Allocate rooms and, if required, book additional accommodation
* Establish a positive working environment with the teaching staff
* Work with relevant staff to ensure all academic staff are trained appropriately to work with under 18s
* Liaise with staff, Academic Team, teachers and Group Leaders to ensure policies and procedures are adhered to

**Academic administration for Residential and Homestay Courses**

* Organise and manage testing, placement and induction of students and ensure certificates are correctly completed for each group
* Liaise with the foreign group leaders/teachers on all teaching matters
* Ensure that the resources, curriculum and courses are continually updated, working with the Academic Team to develop appropriate materials
* Liaise with the Manager of Overseas Courses with regard to the academic content of their resource materials
* Book exams and examiners when required
* Teach as agreed with the Director

**Administration and other roles**

* Ensure that all payment information is passed to the Bookkeeper for Wages
* If required, travel to International Trade Fairs and assist with selling
* Work with the company to prepare for the British Council Inspection
* Liaise with the Safeguarding Team where necessary
* Liaise with the Director of the School with regard to matters concerning the building

 **Additional Tasks**

* Assist with the Management On Call on a rota basis – (average one week in four); less is required during the low season, additional payment.
* Undertake other tasks as from time to time deemed necessary by the Director.