

International House London – Young Learners Job Description 2019

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

POST TITLE	Assistant Director of Studies (RESIDENTIAL)
LOCATIONS	<ul style="list-style-type: none"> • International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN • International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB • International House Moulton, Moulton College, Northamptonshire NN3 7RR • International House Newbattle, Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian, EH22 3LL
SALARY	£450 per week (plus 12.07% holiday pay) Plus £200 per day for attending a 5 day induction programme
DATES	Oxford: from 4th July to 15th August Ellesmere: from 4th July to 15th August Moulton College: from 28th June to 15th August Newbattle: from 25th June to 12th August
CONTRACT	5 or 6 weeks depending on the centre Hours of Work: You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 per week over a six day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations
REPORTING TO	Director of Studies



PURPOSE OF JOB

To assist in the implementing, co-ordinating and managing the effective running of the academic programme delivered to our international Young Learners students aged 8 – 17 years old.

The Assistant Director of Studies is responsible for assisting the Director of Studies in ensuring the teaching and learning component of the programme are delivered to the highest possible standard.



Job Description – Assistant Director of Studies

The role of Assistant Director of Studies is one of high responsibility directly concerned with the education and welfare of our Young Learner students as well as the assisting the Director of Studies in the management of all academic staff assigned to the programme.

The Assistant Director of Studies is responsible for assisting the Director of Studies in the academic management of the Young Learner centre; key elements of this role include inducting and supporting teacher, overseeing the placement of students and ensuring high level of teaching standards across all classes.

The ideal Assistant Director of Studies will be conscientious and organised with a high regard and understanding in the area of educating international Young Learners. They will have some experience of managing a team of teachers and delivering effective teacher training

The role of Assistant Director of Studies is not restricted to the academic programme and at International House London we expect all of our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our Young Learner course.

Main Responsibilities and Tasks:

Training, Health and Safety and Safeguarding

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role, and that of your team.
- Take part in all Health and Safety related training.
- To carry out all tasks concerned with the setting up and administration attached to this role as advised by the Centre Manager.
- Ensure that all necessary materials and equipment are in place at the centre in time for the start of the programme.
- Assist in the delivery staff induction for the academic team as directed by the academic department at International House London.

Academic Responsibilities

- To assist the Director of Studies in ensuring the successful delivery of the academic programme.
- To assist in the management of academic staff as necessary to ensure all policies, procedures and deadline are met.
- To brief the academic staff on all aspects of their responsibilities including the requirements of the leisure programme.
- To administer, explain, follow and adapt the syllabus and develop strategies for successful learning outcomes.
- To assist in the organisation of student testing, assessment, placement and induction
- Prepare class timetables ensuring students and teachers are allocated to classes and levels appropriately (including the allocation of 'English Plus').
- Maintain International House academic procedures including class registers, work records, student reports and certificates.

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- Manage materials and resources provided by International House and the Host Centre.
 - Organise and deliver teacher development sessions.
 - Deal with student and Group Leader enquiries and requests regarding academic matters in a prompt and client focused manner.
 - Ensure that all teachers are actively linking the academic programme with the leisure programme through meaningful activities in the classroom.
 - To cover for teachers in the event of absence and increase/decrease in student numbers.
 - Deliver Group Leader academic sessions as required.
 - Provide feedback on the 2018 material and work on new material for 2019 as required.

Other Responsibilities

- To deputise for the Director of Studies as required
- To host the centre emergency telephone as required
- To take an active role in the promoting the activity programme by visiting classes etc.
- Attend and lead staff meeting as required.

International House London Expectations of All Staff

- To consistently ensure the welfare of our students remains paramount.
- To be fully engaged in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any other activity which could be of harm to other students or bring IH or our host providers into disrepute.
- To ensure proper discipline is maintained throughout the programme.
- To act in a professional manner with all IH London agents, clients, and staff and not to engage in any activity that may bring IH London or the host provider into disrepute.
- To assist all students, Group Leaders and agents to derive the maximum benefit from the course.
- To respect the property and equipment of IH London and the host provider maintaining security and avoiding loss and /or damages in the student accommodation.
- To dress in a manner commensurate with the demands of the position: smart casual for teaching, IH London uniform for activities and excursions. Any uniform supplied by IH London is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating to the role and all pertinent British Council requirements prior to the start of employment.
- To carry out any duties as may be reasonably assigned by the Head of Young Learners.
- To carry out any other duties as may be reasonably assigned by the Director of Studies or Young Learners team.
- To carry out any additional duties as required by the business.

Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to degree level or NQF Level 6 equivalent • Current Cambridge CELTA / Trinity TESOL Certificate, PGCE or equivalent • Native English speaker or Native English Level speaker • Knowledge of Young Learner's ELT material 	<ul style="list-style-type: none"> • Cambridge DELTA / Trinity Diploma or British Council equivalent
Experience	<ul style="list-style-type: none"> • Previous experience of teaching Young Learners. • Experience in a residential setting. • Experience of working with international students. 	<ul style="list-style-type: none"> • Management position on similar Young Learner courses. • Experience of writing own materials and/or materials development. • Experience of teaching aboard.
Personal Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with a client focused approach. • Ability to work flexibly and as part of a team. • Ability to work under pressure and to deadlines. • Good time management and organisational skills. Excellent IT skills • Confidence to take initiative and work autonomously. • Commitment to providing a quality service to clients. 	<ul style="list-style-type: none"> • Ability to speak other languages
Special Requirements	<ul style="list-style-type: none"> • Satisfactory DBS/Police check 	<ul style="list-style-type: none"> • First Aid qualified • Child protection training

International House is committed to the safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.

Job description correct as of November 2018.