

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	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	From £500 to £600 per week (plus 12.07% holiday pay) Plus £200 for attending a 5 days 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	From 5 to 6 weeks depending on locations 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	Centre Manager / Academic & Young Learner department at IH London.
RESPONSIBLE FOR	Assistant Director of Studies, Senior EFL Teacher, EFL Teachers
PURPOSE OF JOB	To implement, co-ordinate and manage the effective running of the academic programme delivered to our international Young Learners students aged 8 – 17 years old.



	<p>The Director of Studies is responsible for ensuring the teaching and learning component of the programme is delivered to the highest possible standard, following the standard of International House and the British Council.</p>
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Job Description – Director of Studies

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

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

The ideal 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 experience of managing a team of teachers, delivering effective teacher training and conducting developmental observations.

The role of 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.
- Deliver staff induction for your team as directed by the academic department at International House London.

Academic Responsibilities

- To take responsibility for the successful delivery of the academic programme.
- To manage the academic staff as necessary to ensure all policies, procedures and deadlines 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 organise 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 London academic procedures including class registers, work records, student reports and certificates.
- Manage materials and resources provided by International House London and the Host Centre.

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- Monitor teacher levels, ensuring appropriate staffing levels are maintained and report to Centre Manager.
 - 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.
 - Carry out lesson observations and provide oral and written feedback to teachers, forward feedback to Head Office at International House London.
 - 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.
 - At the end of the course, provide feedback on the 2018 material and work on new material for 2019 as required.
 - To appraise all members of the teaching staff and submit reports to International House London.
 - To ensure when not on duty that the Centre Manager / Assistant Director of Studies / Senior Teacher is apprised and briefed with all necessary information.

Other Responsibilities

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

Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to degree level or NQF Level 6 equivalent • Trinity or Cambridge DELTA • Trinity Diploma or British Council equivalent • Native English speaker or Native English Level speaker • Knowledge of Young Learner's ELT material 	
Experience	<ul style="list-style-type: none"> • Previous experience of teaching Young Learners • Academic Management experience • 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 abroad.
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 check (and police check for candidates who live abroad) 	<ul style="list-style-type: none"> • First Aid qualified • Safeguarding 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.