

What is the role of the Assistant Director of Studies?

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 teachers, overseeing the placement of students and ensuring high level of teaching standards across all classes.

What skills do I need to do this job?

- ability to mentor and provide support for less experienced teachers
- ability to manage a team
- ability to communicate with international teenagers and adults, with cultural awareness and sensitivity
- administrative skills such as registers, class lists and reports

[\(click here for full person specification\)](#)

What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on the academic programme and its implementation, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

Why work with International House London?

International House London have been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

How will this role enhance my career? What can it lead to?

- academic management roles
- working with teenagers and young people
- working within educational institutions
- managerial and organisational roles
- leadership positions

Job Description

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	Assistant Director of Studies (RESIDENTIAL)
REPORTING TO	Centre Manager
CAMP DATES, LOCATIONS & STUDENT AGES	<p>3rd July – 7th August 2024 International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p>Dates TBC International House Cambridge, Anglia Ruskin University, East Road, Cambridge CB1 1PT</p> <p><i>At each centre, you will be required to live on-site 4 days before the camp starts and until and including the final dates given above</i></p>
SALARY	£586.25 per week. Plus paid induction programme.
INDUCTION	A 4-day induction(online and face to face) will include a combination of safeguarding and first aid training, an in-depth guide of exactly what the job entails on a day-to-day basis, familiarisation of the site and the materials, YLpolicies, protocols and procedures, as well as other on-site team inductions.
CONTRACT	<p>5-6 weeks</p> <p>Hours of Work: Your normal hours of work are (up to) 44 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>

What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks, will require two references and a police check (if living abroad)
- When on site, check the classrooms have all the necessary equipment e.g. whiteboards, pens, board rubbers

What will happen during the camp

You will support the Director of Studies in the following ways:

- Administratively organise the students into their levels and classes and administer level tests where required
- Check and monitor student attendance and punctuality, as well as engagement with the lessons
- Support the teachers in the planning of lessons and help with resources
- Cover teaching absences or teach a class if the timetable requires
- Organise end-of-course certificates, student reports and graduation ceremonies
- Attend and/or lead team meetings to reinforce procedures
- Assist in observations of teachers as required
- Provide academic advice and support to students as required
- Assist with arrivals and departures of students on transfer days if required
- Attend staff meetings as required
- Liaise with Group Leaders, the Director of Studies and Centre Manager, and act on feedback/suggestions as required

What will happen at the end of the camp

You will:

- Assist with departures of students and teachers
- Check teaching equipment and complete an inventory
- Help to pack up the centre

Complete the recruitment form to apply

Complete the form here