

What is the role of the 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 teachers, overseeing the placement of students and maintaining high level of teaching standards across all classes, including carrying out observations and teacher development sessions as appropriate.

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 and teacher training
- programme 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	Director of Studies (RESIDENTIAL)
REPORTING TO	Young Learners Academic Manager/ Centre Manager
LINE MANAGER FOR	Assistant director of studies, Future leader coordinator and EFL teachers
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>10th July – 14th August 2024 International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</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	£742.25 per week. Plus paid induction programme.
INDUCTION	The full induction will last for 4 days and will include a combination of safeguarding and first aid training, group sessions at Head Office, and on-site team inductions. Online induction will be held before arriving at the centre
CONTRACT	<p>From 4 to 6 weeks depending on locations</p> <p>Hours of Work: Your normal hours of work are 44 per week over a six-day week. This position involves working on weekends and other unsocial hours.</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:

- Take responsibility for classing the students and administer level tests where required
- Check student 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
- Arrange developmental observations of teachers and deliver oral and written feedback reports
- Provide academic advice and support to students and teachers as required
- Assist with arrivals and departures of students on transfer days if required
- Attend staff meetings as required
- Liaise with Group Leaders and Centre Manager, and act on feedback/suggestions as required
- Keep Group Leaders informed of student attendance and progress

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