

Location: Oxford

Dates: 1st July – 12th August 2026

Salary: £715.01 per week (£638 + 12.07% holiday pay) - All induction training paid separately

Join Our Team as an Assistant Director of Studies – International House London Young Learners

Looking for a leadership role this summer where you can shape academic quality, support teachers, and help create unforgettable learning experiences for young international students? Join IH London's Young Learners team as an Assistant Director of Studies and play a key part in delivering a successful, high-quality summer school academic programme.

What We're Looking For

We're looking for an organised, supportive and proactive academic leader who can work side-by-side with the Director of Studies to help ensure the smooth running of our YL academic programme. You should be confident guiding teachers, solving problems under pressure, and working collaboratively in a busy residential environment.

To apply you must have:

- A CELTA/Trinity TESOL, PGCE or equivalent
- Experience working with young learners
- Excellent communication and organisational skills
- Strong classroom and academic awareness
- A flexible, calm and positive approach
- Experience in residential or international settings (desirable)
- DELTA/DipTESOL (desirable)
- Academic management experience (desirable)

What the Job Is About

As Assistant Director of Studies, you will work closely with the Director of Studies to ensure the academic success of the centre. You'll oversee placement testing, support teachers with planning and curriculum implementation, carry out observations, give feedback, and maintain high academic standards. You'll also assist with arrivals, departures and pastoral routines as part of the wider residential team. This is an active, varied role where you will help maintain student welfare, mentor teachers, solve daily challenges, and contribute to a welcoming, professional atmosphere. You will receive paid online and on-site induction plus ongoing CPD throughout your contract.

Contract Details

- Contracts available from 1–6 weeks
- Up to 44 hours per week across six days
- One full day off each week
- Evening and weekend work is part of the residential schedule
- Staff live on-site up to 4 days before start and until final day of contract
- Free accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee
- Managerial support from the DoS and Head Office
- Regular CPD sessions and academic support

Why Choose Us?

IH London Young Learners is part of IH London and has run high-quality summer schools since 2011. Our 2024 British Council inspection recognised strengths in 19 out of 22 academic areas. With us, you will:

Develop leadership and teacher-mentoring skills

Gain experience in academic decision-making and programme management

Strengthen your CV for roles such as Senior Teacher or Director of Studies

Work within a positive, supportive and highly professional environment

Join a team with many regular returners and strong community spirit

Right to Work

Applicants must have the right to work in the UK. All appointments require a DBS/Police Check and satisfactory references. Sponsorship is not available for this role.

Application Information

International House is committed to safeguarding and promoting the welfare of all young learners.

<https://www.ihlondon.com/wp-content/uploads/2025/06/YL-Safeguarding-Policy-2025-updated-02.06.pdf>

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.

Due to the nature of this role, we are unable to offer sponsorship. Therefore, applicants must have valid right to work in the UK to be considered for this position.

[Click here](#) to submit your application.

Full job description:

<https://www.ihlondon.com/wp-content/uploads/2025/12/ADoS-JD-2026.pdf>

International House London's Values:

Ethical, Inclusive, Innovative, Passionate, Professional