

Location: Oxford and Frensham

Dates: July – August 2025

Oxford – St Edward’s School (ages 8–17) - 1st July – 12th August 2026

Frensham – Frensham Heights School (ages 12–17) - 8th July – 5th August 2026

Salary: £831.38 per week (£ 741.84 + 12.07% holiday pay) -All induction training paid separately

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

Are you an experienced academic leader/manager ready for a rewarding summer role where you can shape teaching quality, support staff, and help create unforgettable experiences for young international students? Join the IH London’s Young Learners team as a Director of Studies and take the lead in delivering an outstanding academic programme.

What We’re Looking For

We’re searching for an organised, confident and inspiring academic leader who can manage a team, uphold high standards, and create a positive, professional learning environment.

To apply you must have:

- A CELTA/Trinity TESOL, PGCE or equivalent
- Significant EFL teaching experience with young learners
- Strong academic management or senior teacher experience
- Excellent organisational, communication and leadership skills
- A calm, flexible and solution-focused approach
- Experience in residential or international settings (desirable)
- A DELTA/DipTESOL or equivalent

What the Job Is About

As Director of Studies, you will be responsible for overseeing every aspect of the academic programme. Working closely with teachers, the Centre Manager and the IH London HO team, you'll ensure that lessons are well planned, the curriculum is fully implemented, and teaching quality remains consistently high across levels and classes. You will lead teacher induction and CPD sessions, conduct observations,

support planning, manage staff timetables, and ensure students are placed correctly and progressing well.

Beyond the classroom, you'll play an active role in the wider residential experience, helping with arrivals, departures and pastoral routines, and communicating regularly with group leaders and centre teams. You will receive a full paid induction (online and on-site) as well as ongoing professional development throughout your contract.

Contract Details

- 5 or 6 -week contract dependant on Location
- Up to 44 hours per week across six days
- One full day off per week
- Evening and weekend work is part of the residential schedule
- Staff live on-site up to 4 days before the start and until the final day of contract
- Free on-site accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee
- Managerial support from the Centre Manager and Head Office

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 19 out of 22 strengths in academic areas. With us, you will:

- Lead and manage a dynamic academic team
- Develop advanced skills in staff development, observation and mentoring
- Strengthen your expertise in curriculum design and quality assurance
- Gain valuable experience for higher leadership roles within ELT

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/DoS-JD-2026.pdf>

International House London's Values:

Ethical, Inclusive, Innovative, Passionate, Professional