

Director of Studies (UK Summer School) - Hull

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Company: M2R Education

Location: United Kingdom

Category: other-general

Summary

m2r Education are proud to be working with this British Council accredited provider of residential junior summer courses for groups of students aged 10 -17.

They operate junior summer schools for international students aged 10-17 in 7 locations across the UK. The schools are based on university or further education college campuses, all with good quality residential accommodation, teaching and leisure facilities on-site.

Summer courses offer a balanced mix between learning in the classroom and learning during activities and on excursions.

They need a Director of Studies to implement and administrate all areas of the academic programme in Hull for a fixed-term contract of 5 - 7 weeks on a full board residential basis.

Role:

You will have overall responsibility for the successful implementation and administration of all aspects of the academic programme, including managing the academic staff and their performance. In addition to optimising students' academic programme and environment, you will also ensure their safety and wellbeing at all times.

Responsibilities:

Be present at Senior Management Induction in order to acquire detailed information pertinent to position and centre

Liaise with the centre management team on organisation and procedures of the centre

Hold and be present at Group Leader welcome meetings alongside the Centre Manager

Organise and manage the academic programme

Become familiar with the Shoolia booking system prior to group arrivals, taking note of dates and numbers of groups and students arriving

Create a plan of your working weeks for arrivals, testing and Trinity dates alongside the Trinity Exam Coordinator

Communicate with the Centre Manager and Conference team on location of classes and procurement of extra rooms, if necessary, for Trinity exam dates

Set up classrooms and staffrooms according to Trinity guidelines and ensure labelling of books and materials to BC specifications

Ensure quality control for all academic delivery and manage appropriate use of teaching resources

Carry out academic administration, ensuring all paperwork is clear and necessary information is communicated to Head Office

Organise and manage the testing and induction of students

Place students in appropriate classes, taking into account age, level of English, multi-national mix and continuity, and create class lists

Ensure that accurate and up to date academic and class information is available for students, clients and staff in the assigned areas on the campus

Assist the Trinity Exam Coordinator with the organisation and administration of Trinity ESOL Exams where required

Alongside the Trinity Exam Coordinator, manage and conduct meetings with Group Leaders regarding Trinity grade levels and accurate students details.

Minimum Requirements:

Bachelor's Degree

CELTA or TrinityTESOL (A PGCE with QTS in either MFL or English may also be considered)

Enhanced DBS on the update service (if you do not have this, one will be applied for on your behalf)

Have undertaken a safeguarding course in the past 12 months (we can provide further details if you need to do this)

Right to Work in the UK

Experience of working in EFL summer schools

Experience and genuine interest in working with young people

Ability to demonstrate sound knowledge and awareness of the use of English and the linguistics system underlying it

Ability to cope with long working hours

Training:

Management staff are required to attend a paid induction and training weekend in Hull immediately prior to the start of their contracts. This includes their statutory induction, first-aid training, safeguarding and welfare training among other sessions led by both members of the company, and outside consultants.

Management staff are required to read and understand the relevant job manual given to them at the induction weekend and fully implement procedures according to the company policy given with said manuals.

Rate:

Competitive salary between £/wk to £/wk Residential

June Start

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