

Assistant Director of Studies

The Assistant Director of Studies is an essential member of the academic team. In this diverse role, you will offer guidance to newly qualified teachers and provide administrative support for the DOS, striving to deliver a high quality academic experience for our students.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.



Our students will travel from across the world to attend our programmes. Typically, students will receive 15 hours of English language tuition per week supplemented with a comprehensive programme of activities and excursions. Oxford International Junior Programmes provides course books and teachers' books which are the foundation for planning and teaching.

YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

YOU MUST HAVE

- A least 2 years' post qualification experience and 1 year experience teaching junior learners
- Native or a near native level of English
- Either a degree, a CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- A flexible approach to your work, along with the ability to cope with regular changing priorities
- Commitment to fostering a supportive and encouraging learning environment
- Excellent communication and interpersonal skills in a team environment
- The ability to demonstrate respect for equal opportunities and respect for race and diversity
- Confident user of MS Office products including but not limited to Excel and Word
- The ability to work collaboratively and contribute to the team's success

IT WOULD BE GREAT IF YOU HAVE

- CELTYL or YL extension
- DELTA, Trinity Dip. Tesol or an MA in TESOL
- Experience in preparing students for the Trinity exam

OTHER INFORMATION:

Other TEFL qualifications may be accepted if they have been validated by an external body and include a minimum of 6 hours observed practice.

Our programmes cater for children and teenagers, aged between 8 and 17 years old

We will provide you with accommodation and meals at no cost to yourself

You will report directly to the Director of Studies throughout your employment



ACADEMIC DUTIES

- Substitute for teachers when required
- Assist the DOS with placement testing and the subsequent administration
- Make a positive contribution to the running of the academic programme by attending and running staff meetings and delivering professional development sessions
- Help manage student behaviour effectively
- to allow each learner to experience an academically fulfilling environment
- Always encourage student participation through a positive and enthusiastic approach to your work
- Offer appropriate and timely support to newly qualified teachers in matters of classroom management, lesson planning and course administration



ADMINISTRATIVE DUTIES

- Assist the DOS with academic administration that is required
- Keep all administration maintained. This will include class registers and work records; assist teachers and monitor completion of end of course reports
- Assist with student and teacher inductions as and when necessary
- Complete all administrative tasks in a professional and timely manner, as delegated by the Director of Studies



STUDENT WELFARE

- Every member of staff must read and comply with Oxford International Junior Programmes' Child Safeguarding policy at all times
- When applicable, you will deliver engaging lessons for the students, creating a fun yet safe environment



OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks



A DAY IN THE LIFE OF AN ASSISTANT DoS

This will give you a taste of what life is like on a typical day as an Assistant Director of Studies

- 7:30** I have breakfast and catch up with my colleagues. Coffee is a must at this time!
- 8:30** I attend a meeting with the teachers and DOS to run through any last minute changes
- 9:00 - 12:30** I have to run a testing session for a group of 30 students who arrived late & make sure I have all the test result ready for the DoS by 12:00
- 12:30 - 13:30** Now it is time for a well-earned lunch break
- 14:00 - 14:30** I have a brief catch up with my DOS on the administrative requirements for the afternoon and any student level requests that have to be made
- 14:45 - 16:00** I have to run a professional development session on Trinity exams for the teachers tomorrow so I take my time in the afternoon to plan the session
- 16:00 - 17:30** Whilst the teachers are in their final lesson for the day, I make sure their paperwork is all up-to-date, including: checking absence records; schemes of work; attendance and evaluations
- 18:00 - 19:00** I have offered my support to a newly qualified teacher who is anxious about not having enough material. This is a great opportunity to help develop the skills of the teacher and offer guidance based on my own experiences
- 19:30** Before I finish for the day I sit down with the DOS to chat through the day's events and we discuss the plan of action for tomorrow. I also start proofreading the reports teachers have written.

Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.



PAY INFORMATION

As an Assistant Director of Studies, you will earn £455.00 plus 12.07% accrued holiday pay. (£455 + £54.92 (12.07% holiday pay) = £509.92)

On average, you will work up to 42 hours per week with evening and weekend work being required. You are entitled to one day off per week (this can be taken at your discretion). In some weeks you may be required to work in excess of 48 hours and you will therefore be asked to 'opt out' of the 48 hour Working Time Directive.



WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

Contact us

Head Office: 259 Greenwich High Road, London, SE10 8NB
Phone: +44(0)208 312 8072
Email: recruitment@oxfordinternational.com

Facebook: facebook.com/oxfordinternationaljunior
Instagram: oijuniorprogramme
Website: www.oxfordinternationaljuniors.com

