

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 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. Our activity programme consists of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

YOU NEED TO BE

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

YOU MUST

- Have a proficient level of English in speaking and writing
- Have a degree plus a CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- Have at least 2 years' post qualification experience and 1 year experience teaching junior learners
- Have a flexible approach to your work, along with the ability to cope with regular changing priorities
- Be committed to fostering a supportive and encouraging learning environment
- Have excellent communication and interpersonal skills in a team environment
- Have the ability to demonstrate respect for equal opportunities and respect for race and diversity
- Have the confidence to use MS Office products efficiently
- Have 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

The role is residential with accommodation and meals provided for you at no cost

You will report directly to the Centre Manager throughout your employment

You will be managing a team of Activity Leaders who may (in some cases be older than you) you will need to have the confidence to manage them effectively



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
- 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
- Help manage student behavior effectively to allow each learner to experience an academically fulfilling environment



Administration 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 the company's staff training weekend (where applicable)
- 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 throughout 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!
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- 8:30** I attend a meeting with the teachers and DOS to run through any last minute changes
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- 9:00**
- 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
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- 12:30**
- Now it is time for a well-earned lunch break
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- 13:30**
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- 14:45**
- 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
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- 16:00**
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- 16:00**
- 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
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- 17:30**
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- 18:00**
- 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
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- 19:00**
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- 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
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Contact us

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PAY INFORMATION

As an Assistant Director of Studies, you will earn £455 per week plus 12.07% accrued holiday pay.

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 30 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.



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.