

# DIRECTOR OF STUDIES

The success of our spring and summer hinges on the successful delivery of the academic programme. The Director of Studies role requires someone who is able to manage and deliver our programme to the highest standard.

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 aCELTA, Trinity TESOL or QTS in English or a Modern Foreign Language
- Have at least 1 years' experience teaching junior learners in a residential programme
- Demonstrate the ability to lead and motivate a diverse team in fast-paced environment
- Have exceptional organisational skills and proactive approach to planning to manage a varied workload effectively
- Have attention to detail and high levels of administrative accuracy
- Have strong communication and interpersonal skills
- Have a flexible approach to your work, along with the ability to cope with changing priorities
- Be committed to fostering a supportive and encouraging learning environment for both staff and students
- Demonstrate respect for equal opportunities and respect for race and diversity
- Have the confidence to use MS Office products efficiently

## IT WOULD BE GREAT IF YOU HAVE

- A DELTA (with all modules completed), Trinity College London DipTESOL
- Experience of being a senior staff member on a junior residential programme

## 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

- Understand, implement and maintain Oxford International Junior Programmes' academic procedures and administration
- With administrative support from the Senior Teachers, you will manage and oversee the testing, assessment, placement and induction of students
- You will prepare accurate timetables, ensuring teachers are allocated to classes and levels that work to the strength of the teachers
- Be proactive in offering support to teachers, both newly qualified and experienced, before it is actively needed or requested
- Provide CPD sessions for the academic team throughout their employment
- Induct all teaching staff on arrival at the centre whereby the standards for the rest of the programme are laid out
- So your teachers have the tools they need to do their job, you must also manage the use of materials and resources effectively
- If TEFL Q qualified, you will conduct teacher observations and provide feedback on their performance
- Maintain a clear line of communication between you and the rest of the academic team through regular staff meetings that are informative and succinct



## Staff Management

- Create a sustained positive atmosphere and motivate effectively, offering praise and recognition whenever possible
- Conduct informative inductions for the academic team as directed by the Academic Director
- Create weekly staff rotas, organising the workload of the staff effectively
- Hold daily meetings with staff that are organised and informative, timely and organised, keeping your staff well informed
- Monitor your teams' performance and conduct interim and end of contract staff appraisals
- Follow Oxford International Junior Programmes' policy guidelines in relation to staff performance and grievance procedures



## 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 through your employment
- Carry out all other reasonable tasks



## A day in the life of a Director of Studies

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

**7:30** I'm up for breakfast, ready for the day to begin

I have organised a meeting with all my staff. I make sure the teachers and Senior

**8:00** Teachers are well informed about the day's schedule and their duties and of any changes that may have happened over night. I answer any questions so that everyone is clear of what they are doing

**9:00** Yesterday I planned today's testing for our new arrivals – the testing will happen for most of the morning with the teachers. I am there to oversee the process, ensure everything is on time and everyone is tested

**12:30** Once the testing is done, I head off to grab some lunch and talk to the teachers to get their feedback on how the testing went

**14:00** I'll get the afternoon testing session up and running and head back to the office to process the morning test, place the students into the right levels and assign each class to the most suitable teacher. If I can I'll start on class lists and paperwork for the teachers for the following day

**17:30** I'll meet up with the teachers before dinner to make sure everyone knows how we get the students into classrooms tomorrow morning and to ensure everyone knows what they are teaching

**14:30** I receive a phone call from an Activity Leader on the excursion saying they have lost a student. Following company procedures, I am able to rectify the problem efficiently. I phone up other members of my team to make sure everything is going well.

**17:30** Lessons and activities will be finishing so I head over to the dining hall for some dinner, carrying out the same duties as I did during lunch.

**19:00** I'll catch up with the other members of the Senior Staff and we'll head together to the Group Leader meeting. I'm sure they will have loads of questions about the testing and the first few days of lessons

**22:00** I'll be in my office finishing the class lists and any last pieces of admin, getting teaching folders ready and making sure I am fully prepared for tomorrow. I make sure to thank everyone for their efforts before they head off



## PAY INFORMATION

As a Director of Studies, you will earn £510 per week plus 12.07% accrued holiday pay.

You will work at least 48 hours per week. You will be asked to 'opt out' of the 48-hour Working Time Directive. You are entitled to one day off per week (this can be taken at your discretion). The role demands a high degree of flexibility and will involve evening and weekend work.



## 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.

Instagram: [@oijuniorprogrammes](https://www.instagram.com/oijuniorprogrammes)

Website: [www.oxfordinternationaljuniors.com](http://www.oxfordinternationaljuniors.com)

Facebook: [facebook.com/oxfordinternationaljuniors](https://www.facebook.com/oxfordinternationaljuniors)

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