



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.

About Us

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 Had

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

Academic Duties

- Substitute for teachers when required
- Assist the DOS with placement testing and the enthusiastic approach to your work 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 behaviour effectively o 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 all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Attend the company's staff training weekend (where applicable)
- Commit to being a positive role model throughout your employment
- Carry out all other reasonable tasks

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

A Day in the Life

This will give you a taste of what duties you undertake as an Assistant Director of Studies

AM sessions

08:00 - 12:00*



I have breakfast and catch up with my colleagues. Coffee is a must at this time!



I attend a meeting with the teachers and DOS to run through any last minute changes



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

PM sessions

14:00 - 17:30*



Now it is time for a well-earned lunch break



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



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

EVE sessions

18:00 - 21:30*



Dinner - I use this time to catch up with my colleagues, carrying out the same duties as I did during lunch time.



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



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

*Please note activities and timetable can vary depending on campus and programme

Pay Information

- As an Assistant Director of Studies, you will earn £525 per week + 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 48hour 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.

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 if you are a new member of staff and 1 reference if you have worked with us in the past 12 months; show evidence of entitlement to work in the UK.

Contact us

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