

**Residential Assistant Director of Studies, Winchester, 2017**

Discovery Summer runs a range of innovative high quality residential summer courses for young learners/teenagers in top independent schools around the UK as well as 'day' courses for adults, teenagers and young learners in Kensington. Our students enjoy learning skills through a range of language activities in English. On our residential courses English children take part in both lessons and activities. On the **Winchester Pre-College Enrichment** programme the students are of upper intermediate to proficiency level. The course consists of Majors, Minors and Academic Workshops i.e. Advanced Exam Skills, Creative Writing Digital Photography, Drama, Film Making, International Relations, IELTS Preparation, Journalism, Philosophy

**In our 2014 British Council inspection we were awarded 13 strengths out of a possible 15. Discovery Summer is currently ranked as the top multi-centre summer school in the UK.**

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Please read "**Information for Applicants – Residential Courses 2017**" available to download from [www.discoverysummer.co.uk/employment.php](http://www.discoverysummer.co.uk/employment.php) for details of course dates, salary and application procedure  
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**Job Overview**

You are a member of the Senior Management Team at the centre. You are responsible for helping the Director of Studies to ensure the smooth running and high-quality of the academic programme on the Pre-College Enrichment course. Along with the Director of Studies you are responsible for providing academic administration and teacher support. You are responsible for the Winchester blog. This role may include some teaching.

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**Person Specification****Essential**

- Degree, CELTA, Trinity TESOL, BEd/PGCE ( English or MFL) or EFL Level 5 equivalent
- EFL experience with the relevant age group
- Proven administrative, managerial and organisational ability to support a diverse team of teachers
- Good IT & numeracy skills

**Desirable**

- Candidates will ideally have Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL
- Experience of Project Based/Task Based/CLIL learning
- Experience of preparing students for the IELTS exam
- Previous summer school experience/International school experience
- Experience of teaching multi lingual classes

**Reporting to**

Director of Studies

**Dress code**

Smart clothes (i.e. No casual jeans, T-shirts or shorts).

**Working Hours**

- Working hours at the centre will be long and the work will be intense
- You will have one 24 hour period off per week plus additional time off during some working days
- Whether you are on or off duty, you will be expected to put the welfare of the students and staff first
- You will be asked to sign a waiver regarding the 48 hour working week.

### **Pre-course (before arrival at the centre)**

- Read the staff Handbook, job descriptions and Discovery Summer publicity materials (brochure, website, blogs)
- Familiarise yourself with the Discovery Summer Cloud and Portal so that you can guide staff to use them effectively
- Familiarise yourself with the schemes of work for each Major and Minor subject
- Liaise with the Director of Studies and help with planning fine details of the course

### **Pre-course (at the course centre)**

- In conjunction with the DoS, make all teachers feel welcome and quickly integrated
- Where required, help deliver induction to teachers
- Ensure classrooms and teachers room are properly prepared before student arrival

### **During the course**

- Liaise closely with the Director of Studies to ensure the academic programme is delivered according to the Discovery Summer standards as laid out in publicity materials and staff handbooks
- Help to set an appropriate and professional tone for students and staff
- Help to ensure a motivating and supportive learning environment is provided in classrooms and the centre, appropriate to the age of the students.
- Support teaching staff as required
- In case of the Director of Studies' absence or whenever necessary, lead teacher meetings that cover administration, student and staff needs and staff development
- Help to ensure that all educational administration happens efficiently and at the correct times
- Assist DOS with student entry and exit tests
- Assist DOS with placement of students in appropriate classes (Majors, Minors and Academic Workshops), produce appropriate registers and respond to requests about students needing to change classes
- In conjunction with the Course Director and DOS, plan the end of week student presentations
- Share responsibility for the proper use of all educational resources
- Ensure that the blog is updated with relevant information/photos regularly
- Plan and oversee conversation club if required
- Undertake pastoral duties (e.g. wake up, meal time, bed time) as appropriate. You will be accommodated at the course centre in a single room in a student residence
- Carry out any other reasonable duties.

### **The 'face' of Discovery Summer**

- In conjunction with the Director of Studies, ensure that the 'face' of Discovery Summer is upheld and that all students return home with a folder that is representative of the high standards of Discovery Summer
- In conjunction with the Director of Studies, make sure that work in student folders is clearly marked and that all mistakes have been corrected
- Assist the Director of Studies in getting end of course certificates, reports and student folders ready for students to take home with them
- Where appropriate, support teachers in their use of English Student Hosts in the classroom.

### **Post Course**

- Help to pack up the course centre as directed by your line manager
- If required, complete an end-of-course report within 5 days of the end of your contract and be prepared to answer any minor queries that may arise.

### **All Discovery Summer Staff must:**

- Commit to safeguarding and promoting the welfare of all course participants (students, English Student

Hosts, staff, group leaders and Discovery Summer visitors) at all times

- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in the Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Provide full and proper planning and recording documents as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner and uphold the good reputation of Discovery Summer

#### **Discovery Summer's policy regarding alcohol, smoking and substance abuse**

You are working with children. Consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.