

In our [2018 British Council inspection](#) report we were awarded 14 strengths out of a possible 15.

### Job Overview

You will be responsible for the high-quality and smooth running of the academic programme provided at the centre. You will provide teacher support and professional development and ensure that all academic administration is effectively completed. You will ensure classes are lively and include engaging activities to help students develop accuracy, fluency and most importantly, confidence. You will also assist with other duties e.g. wake up/bed time duties. You will be a member of the Senior Management Team at the centre.

### Person Specification

<b>Role Title</b>	Director of Studies		
<b>Reporting to</b>	Course Director and Academic Manager		
<b>Dress Code</b>	Smart clothes (i.e. no casual jeans, T-shirts or shorts) to be worn		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>First degree (any discipline)</li> <li>Cambridge DELTA, Trinity LTCL Diploma TESOL or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice)</li> <li>Minimum 3 years' EFL teaching experience with international young learners/teens</li> </ul>	<ul style="list-style-type: none"> <li>Young Learner specialism e.g. <i>TYLEC, CELTA extension</i></li> <li>Specialist knowledge e.g. testing and assessment, syllabus and material design, CLIL, project- based learning</li> </ul>	<ul style="list-style-type: none"> <li>Proof of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable experience in leading, managing and motivating a diverse team of teachers</li> <li>Proven ability to implement an effective and stimulating academic programme</li> <li>Recent experience working with international students in a residential setting</li> <li>Recent experience teaching/overseeing groups</li> <li>Recent experience observing, appraising and giving feedback to teachers</li> <li>Committed to delivering excellent customer care</li> <li>Committed to safeguarding and promoting the welfare of all course participants at all times</li> </ul>	<ul style="list-style-type: none"> <li>Has worked with Discovery Summer for at least one summer</li> <li>Evidence of recent professional development</li> <li>Readiness to participate in activities and assist with pastoral duties on residential courses</li> <li>Experience of Project Based and/or CLIL</li> <li>Experience of a holistic approach to learning e.g. IB MYP</li> <li>Experience as a teacher trainer</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Can provide a clear and accurate model of the English language</li> <li>Outstanding oral and written communication skills</li> <li>High level of competence in ICT</li> <li>Culturally aware and genuinely enjoys working with children and teenagers</li> <li>Demonstrable administrative, IT, organisational and record keeping skills</li> </ul>	<ul style="list-style-type: none"> <li>Able to support teachers in building and adapting Schemes of Work to meet student needs</li> <li>Ability to work as a part of a wider senior team to contribute to the development of the academic programme and to create cross-curricular links</li> <li>Ability to ensure students develop new skills and explore British culture</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>

	<ul style="list-style-type: none"> <li>Has a good eye for detail and enjoys working to exacting standards</li> </ul>		
<b>Personal attitudes and qualities</b>	<ul style="list-style-type: none"> <li>Passionate about teaching and learning</li> <li>A genuine interest in delivering an innovative, stimulating and varied academic programme</li> <li>Demonstrable team worker, willing to contribute to the overall success of the programme</li> <li>Committed to professional growth and receptive to feedback</li> <li>Energetic, creative, positive and enjoys working in a fast-paced environment.</li> </ul>		<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>

### Course Dates

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length + pre-course induction	Age Range
<b>Radley College</b> Oxfordshire	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 14 Aug	1, 2, 3, 4 or 5 weeks	11-14 or 14-17 years
<b>Shrewsbury School</b> Shropshire	Monday 1 July Tuesday 2 July	Wednesday 3 July – Wednesday 31 July	3 or 4 weeks	11-16 years
<b>ACS Cobham</b> Surrey	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	12-16 years
<b>Woldingham School</b> Surrey	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 7 August	2 or 4 weeks	8-13 years
<b>Marymount International School</b> Kingston-upon-Thames	Thursday 27 June Friday 28 June	Saturday 29 June – Saturday 3 August	3, 4 or 5 weeks	8-13 years
<b>Winchester College</b> Hampshire	Saturday 13 July Sunday 14 July	Monday 15 July – Monday 5 August	2 or 3 weeks	14-17 years

### Working Hours

- You will work 6 days a week
- Our programmes are action packed - 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 always 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

### Salary and benefits

- £646** per week + **£100 per week contract completion bonus**
- Statutory holiday **£77 per week** (calculated at 12.07% of gross salary)
- One off payment of **£300 for pre-course work** + extra discretionary performance bonus
- Set up and induction (usually 3-4 days) paid pro-rata
- Full board accommodation is provided – worth **£52.85 per week**

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

- Read the staff handbooks, job descriptions, checklists and Discovery Summer publicity materials (brochure, website, blogs)
- Attend the Senior Staff training weekend (12-14 April, 2019)
- Familiarise yourself with the Discovery Summer Cloud and Portal so that you can guide staff to use them effectively (training will be provided)
- Contact all teachers for your centre, liaise with them and allocate them to English Skills and English Workshop groups
- Contact other members of senior team and, in conjunction with HO, plan the content of the induction and fine details of the course
- Liaise with the Academic Manager regarding academic planning/ordering
- Liaise with the senior team regarding opportunities for academic/social crossover, particularly excursions/study visits, social & academic crossover and themed weeks (where applicable)
- Be clear on all matters relating to the centre (rules, use of facilities etc.) and to any groups joining the course who may have special programmes

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

- Set an appropriate and professional tone for all course participants taking part in the academic programme
- Make all teachers feel welcome and quickly integrated
- Deliver induction to teachers
- Ensure classrooms and teachers room are properly prepared before student arrival
- Support other members of the senior management team in the preparation of the centre

### **Staff responsibilities**

- Act as line manager for teachers

### **Centre Management**

- Participate in daily meetings with the other members of the Senior Management Team to ensure the smooth running of all aspects of the course
- Be sufficiently flexible to deal with unexpected situations
- Follow systems and procedures as outlined in the senior staff handbook

### **Safeguarding & Welfare and Pastoral Duties**

- Ensure the safeguarding and welfare of all course participants during class time, reporting any issues to the Course Director
- Exploit every opportunity for nationalities to mix and for students to practise English both inside and outside the classroom
- Ensure that good discipline is maintained in classes and that teachers make note of positive and negative comments after every lesson
- 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.

### **Team Management**

- Communicate effectively with the teaching team and students ensuring that everyone is clear about expectations
- Ensure teachers work together as a team for the benefit of the students and requirements of the course
- Observe English Skills and English Workshop sessions run by each teacher. Act to improve standards where required
- Ensure that teacher reviews/appraisals are carried out effectively as outlined in the Staff Handbook
- Where necessary, provide teachers with support in ways that will be most effective. This may include team teaching or help with lesson planning
- If any teachers show major weaknesses, in conjunction with the Academic Manager, plan a structured support programme to bring their performance up to an acceptable standard
- Provide continuing professional development according to the needs of the course and the staff (e.g. deliver INSET sessions)
- Lead daily teacher meetings that cover administration, student and staff needs and development
- Debrief teachers after each end-of-week presentation and as a team strive to improve and vary the content and format of the presentations

## **Academic Programme Management**

- Ensure the educational programme at the centre is delivered according to Discovery Summer standards as laid out in publicity materials and staff handbooks and checklists
- Ensure the learning needs of every child are taken into consideration. Alert Head Office if a child is identified as having special educational needs
- Work closely with the Senior Management Team to find ways to challenge and stretch students while they acquire new skills, learn new language, explore British culture and make friends with English Student Hosts
- Ensure that students at international schools are identified during the placement procedure and that teachers are supported in finding innovative and exciting ways to stimulate them
- Ensure that when classes are multilevel, those at the higher levels are provided with differentiated material appropriate to their needs and abilities
- Act quickly if you think a student has not been correctly placed, if you suspect they have any special educational needs or if you think they qualify as 'gifted and talented'
- Place all students in appropriate classes and make decisions about any students needing to change classes
- Where possible, encourage teachers to develop and lead new workshops
- Manage the Trinity GESE Exam process ensuring that all students are prepared and relevant administration is carried out. Do not respond directly to parents about level changes, but liaise with HO to provide a satisfactory response to any parent enquiries
- Alert Head Office about any students who should sit Trinity exams at lower levels than expected or who should not sit the exam at all
- Ensure that all educational administration happens efficiently and at the correct times
- Ensure that all lessons have clear aims and objectives and that students are introduced to these at the beginning of each lesson
- Liaise with the Course Director to ensure that feedback from course participants is collected, responded to accordingly and record any action taken
- Submit weekly reports to the Academic Manager of Discovery Summer
- Be responsible for the proper use of all academic resources, being mindful of e.g. costs incurred from colour photocopying
- Cover-teach when necessary. Teach regular classes (in exceptional circumstances).

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

- 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 with work which is clearly marked and that all mistakes have been corrected
- Ensure that weekly Learner Reviews and Can-Do statements have been completed by students and put in the student folders
- Ensure that classroom displays are fresh, informative and reflective of Discovery Summer's standards
- Make sure that students are receiving sufficient feedback on their work and that weekly academic reports are completed for each student
- Check all student reports and certificates before they go into student folders and ensure they match information logged on the Portal. Where possible, make a comment on their final report
- Ensure that the content of the presentations is appropriate and meets Discovery Summer's expectations. There will often be visitors watching the presentations.
- Liaise with the Course Director to ensure the blog is frequently updated with fun, informative and interesting material about what you are doing in class

## **English Student Hosts**

- In conjunction with the Course Director help, guide and support English Student Hosts
- Ensure that English Student Hosts are managed appropriately and meet with teachers before lessons
- Where appropriate, match English Student Hosts to their classes based on their abilities and interests
- Make sure that any English Student Hosts with special educational needs are supported.

## **Social/Academic Crossover**

- Liaise with the senior management team to ensure that students prepare for excursions in class and that where applicable, weekly themes are relevant and appropriate
- Work closely with the Senior Management Team to find ways to further encourage new ways of integrating the academic and social programmes so that what is learned in class is consolidated and where possible, revisited during activities / while on excursion and vice versa.

### **General/Pastoral Duties**

- Sleep in a room in close proximity to students and do wake-up/bedtime/mealtime duty as required. You will be accommodated at the course centre normally in a single room in a student residence
- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- Give timely, constructive feedback to the Academic Manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

### **End of and Post-Course**

- Ensure shutting down the centre is carried out effectively and does not have a negative impact on the students
- Manage packing of all academic resources and ensure classrooms and teachers' room left as found
- Ensure all teachers receive a final appraisal on the DS portal and that it has been signed off and submitted to Head Office
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end answer any queries after the course.

### **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 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)
- Complete all documentation 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 so as to 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.

Last updated: 22/11/2018