

Title of Post: The Assistant Director of Studies (ADOS)
Reporting to: The Director of Studies/Centre Director/The Academic Management Team
Responsible for: Teachers; Students

Working Timetable; Usually 6 days per week

Please note that due to the logistics of the employment, you may be required to be moved to another centre where extra staff are required. Only in this case will we cover all the travel expenses that may be incurred.

Purpose of the Job/Principal Duties

The post of Assistant Director of Studies is a senior position, and the successful candidate will be a member of the school's management structure. The holder has the key task of supporting, leading and managing the academic life of the centre as well as playing a crucial role in whole-school strategy and development. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Main duties:

- To support the Director of Studies and Academic Management in managing the academic life of the school.
- To promote and develop the academic curriculum and academic life of the School.
- To develop and implement the educational philosophy of the school and to promote a culture of best practice.
- To promote individual departmental initiatives where appropriate.
- To attend any senior management or meetings as required.
- To co-ordinate with other departmental managers to implement the "British Experience".
- To complete all administrative tasks required efficiently.
- To cover lessons when required to do so.

Staff management

- To support the DOS in leading and managing all EFL teachers by encouraging, supporting and challenging teachers to maintain and raise the already high academic standards.
- To constantly monitor staff performance and to be the first port of call for any teacher in need of advice or support.
- To chair meetings where appropriate
- To assist the Academic Manager and Director of Studies with all Continual Professional Development programs.
- To cover for absent staff; to record and monitor all absences.

Timetable

- To oversee the allocation of staff in consultation with the Academic Manager and Director of Studies.
- To oversee the timetabling and administration of class preparation.
- To provide cover teaching when required to do so.
- To balance the duty of cover work if needed with the DOS.

Administration



Go Languages WorldWide **Assistant Director of Studies Job Description**

- To assist the Academic Manager and Director of Studies with student admissions, to constantly monitor and manage arrangements for entrance testing and assessment
- To supervise the maintenance of complete and up-to-date records related to teaching i.e. lesson plans and work covered.
- To supervise the preparation student reports and/or course reports within agreed deadlines.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To take responsibility for maintaining teaching resources and premises.
- To make sure classrooms are left secure and tidy after use and ensure borrowed equipment have been returned.
- To help develop, advance and expand teaching resources
- To motivate students to improve their learning skills.

Qualifications/Experience

- A minimum of a CELTA qualification or equivalent
- A degree or equivalent qualifications/experience.
- Experience of Teaching EFL Classes

Staff Induction

- To attend a staff induction and take an active part in discussion and feedback.

Personal Development CDP

- You need to be able to set yourself goals that you would like to work on during your time with Go Languages.
- Weekly training or feedback sessions.

Health & Safety

- To comply with all health and safety procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- A First Aid qualification is desirable. If you have such please make sure a copy of your certificate is available.

Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Go Languages Worldwide Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Go Languages Reputation & Code of Conduct

- To actively support Go Languages Worldwide in its mission to provide quality learning.



Assistant Director of Studies Job Description

- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Go Languages Worldwide Equal Opportunities Statement

- Our Equal Opportunities Policy states: - “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

Person Specification for the Assistant Director of Studies

- Have some experience or desire of leading and managing staff; be motivational, sympathetic, constructive and, where necessary, challenging with colleagues.
- Be experienced and inspirational as a classroom teacher
- Be able to communicate clearly and persuasively, both orally and in writing, with staff, students and group leaders alike.
- Be passionate about driving up standards in teaching and learning
- Be very well-organised and extremely hard-working.
- Be able to work accurately and calmly, and show resilience, when under pressure.
- Be able to work collaboratively with colleagues within the company; have a proven ability to work as a member of a team.
- Be patient, determined and enthusiastic.
- Be prepared and able to initiate and manage change, where necessary.
- Be devoted to the educational needs of the individual student.
- Be committed to continuing personal and professional development.
- Display absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children.
- Be proficient in the use of information technology.
- Act at all times as an outstanding ambassador for the school.
- Be willing and able to contribute to the wider extracurricular and pastoral life of a summer school.

Compensation

£450 per week + holiday pay accrued

£45 weekly deduction fee for full board & accommodation for residential ADOS