



Job Description Director of Studies

Line Manager: Academic Director

Responsible for: The Director of Studies (“DoS”) reports directly to the Academic Director, is responsible for the smooth running of all lessons and the students learning whilst in the centre, establishing procedures and solving problems quickly and efficiently. The DoS must be aware of everything that is happening at the Centre and keep communication channels to the Operations Director, Managing Director and the school open. The DoS will be responsible for co-ordinating the planning, delivery and monitoring of classes to our Summer School learners, as well as working closely with the management team to ensure welfare, safety and development of all students. The DoS will play a full role in the everyday life of the school, including duties, cover, and meetings.

Main objective: Overall management of the Centre to ensure that a high-quality programme is delivered, following Greenwich International Education guidelines closely. To ensure a safe, rich and stimulating learning and living environment within the whole school and ensure that teaching colleagues work co-operatively.

This is a residential position and you will receive full board accommodation.

Responsibilities & Tasks:

1. Responsibility for the delivery of the academic syllabus as prescribed.
2. Timetabling of teachers appropriately according to strengths, skills and preferences.
3. Responsibility for the supervision, guidance and monitoring of teaching staff.
4. Assisting where necessary with lesson preparation and being available to teachers for academic support.
5. Providing regular lesson observation and feedback to teachers.
6. Providing regular academic workshops/CPD sessions.
7. Organisation and administration of classification and progress tests, student placements and subsequent class changes.
8. Ensure the mental and physical health and well-being of all students during their studies
9. Know way round the school building, including the location of the first aid box, fire meeting point and fire exits.
10. Liaise with school management team to ensure a collaborative approach.
11. Liaise with group leaders and school administration where required.
12. Assist with student airport arrival, induction, settling in and departures when required.

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13. Supervise, and when necessary, lead students in activities such as sports, games and excursions according to the stated guidelines.
14. Undertake any other reasonable requests made by the Academic Director and Operations Director.
15. Participate in regular staff duties outside of class time, according to weekly rota, e.g. on a rota doing once a week curfew check.
16. Manage the provision of good customer service according to customer needs and stated publicity.
17. Establish and maintain open communication between the Centre, clients, and Senior Management Team. Represent Greenwich International Education positively in all conversations with clients, staff, and the host Centre.
18. Liaise with Greenwich International Education accounts regarding resources and petty cash.
19. Close the Centre, pack and return all Greenwich International Education stock and unspent Centre monies.
20. Liaise with the Academic Director regarding resources.
21. Close the Centre, pack and return all Greenwich International Education stock.
22. Write an end of Centre report to be submitted to the Academic Director at the end of the course.
23. Lead out of class lessons when required, ensuring all welfare and safety guidelines are followed.
24. Work positively as a lead member of the school team.
25. Attend/lead weekly staff meetings and any other meetings as required.
26. Ensure teachers are punctual and always start and finish classes as per the lesson times.
27. Observe copyright laws when copying material for class and ensuring teachers follow these guidelines.
28. Never to take/allow students off site or out of class without gaining ensuring they are monitored by responsible adults.
29. Ensuring teachers keep their classrooms clean and tidy.
30. Not to remove materials from school without gaining permission first.

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31. Follow the fire regulations of the school and in the event of a fire adhere to the school's procedures. Ensure fire drills/walkthroughs are carried out for all students throughout the summer.
32. Be professional at all times.
33. Dress appropriately (smart casual; no shorts/sandals)
34. Inform the school of any change in address or telephone number.
35. To always contact the school in good time if ever unable to come in due to illness.
36. To go on one weekend excursion per week.
37. To go on all out and about lessons where required to supervise teachers and students.
38. To be the on-site emergency contract once a week in replace of the Centre Manager

Teacher Support

1. Ensure the academic staff understand the school's routines and that procedures are observed in accordance with the Teacher's Handbook and notices or announcements.
2. Ensure that classrooms are kept tidy and resources are kept up to date.
3. Lead regular staff duties during periods between lessons.
4. Organise and monitor rota and cover for staff days off.
5. Attend, participate in and lead (when required) the Teacher Induction.
6. Co-ordinate the set-up of the School.
7. Monitor the quality of teaching.
8. Manage staff effectively to ensure that:
 - a) the Centre is always functioning and secure.
 - b) accurate data on students and staff is maintained.
 - c) the teaching and activity programmes are successfully integrated.
9. Attend, participate in and (where required) lead the teachers' induction
10. Work in conjunction with colleagues to ensure an interdisciplinary approach to learning takes place.
11. Ensure all handbooks and the DoS daily guide have been read, understood and are followed.

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12. Maintain high quality learning within all lessons being taught considering the age, level, nationality and learning needs of each group.
13. Ensure that teachers prepare weekly planners that follow the intentions and guidelines of the syllabus.
14. Co-ordinate, facilitate and lead regular training and CPD workshops for teaching staff that are relevant to their teaching with the school - considering the students ages, nationality and the schools specific syllabus.
15. Co-ordinate teacher observation and evaluation programme, including peer observation. Ensuring each new teacher is observed within 3 days of teaching lessons (NOTE: this does not include initial testing days).
16. Cover teach if required due to staff absence/sickness.
17. Provide feedback to teachers based on observations ensuring positive support is provided, helping teachers to carry out lessons relevant to the programmes course objectives, that lead to relevant learning outcomes and are appropriate to the age, level and cultural background of the students.
18. Undertake regular training and update practice and methodology.
19. Participate and lead (where required) staff meetings and training days - at least one CPD session per week.
20. Co-ordinate induction of students into the school.
21. Co-ordinate placement testing ensuring the school procedures are correctly followed, mark student tests where required and prepare registers.
22. Co-ordinate the students' final presentations.
23. Submit one day of lessons into the Daily Syllabus.

Lesson Planning

1. At the start of each week collect the weekly planner from the teachers (detailing main aims and materials to be used for each lesson).
2. Assist with formal lesson plans for accreditation inspections.

Training/development related

1. Attend an induction and all CPD training events including undertaking level 1 Safeguarding and Prevent Duty online training before commencement of duties.
2. Assist and support new/less experienced teachers as required.

Support teachers in preparation for inspection by accrediting bodies - ensure teachers have prepared lesson plans and check them for quality/relevant content

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Administration

1. Maintain school and class administration – ensure clear communication lines between the school’s services and academic staff.
2. Write an end of Centre report to be submitted to the Academic Director within seven days of the Centre closing.
3. Collate and evaluate teachers’ administration, including weekly planners, lesson plans, student learning outcome reports and records of work ensuring they are of a good standard.
4. Distribute and collect teacher feedback submitting results to the Academic Director.
5. Complete registers, reports, weekly planners, records of work tutorial forms and lesson plans for observed lessons whenever required and ensure they are submitted when requested.
6. Distribute school questionnaires and ensure collection as directed by the Academic Director.
7. Report any persistent lateness or absence of students to the Academic Director.
8. Managing student issues and queries regarding class changes, complaints, safeguarding issues etc.
9. Record student absences and action taken to ensure students are being monitored.
10. To keep the CRM database up to date.
11. To support the Centre Manager as and when required

Student Welfare

1. Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour.
2. Maintain safety of all students at all times within the school environment, prepare risk assessments where necessary.
3. Act in accordance with school’s child protection and PREVENT policies, monitoring and reporting on student welfare when appropriate.
4. Provide a warm and supportive environment in school at all times.
5. Assist students with any issues.
6. Report any student problems to the Academic or Operations Director
7. Positively promote the school’s equal opportunity, safeguarding, anti-bullying and prevent policies.

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8. Safeguard the mental and physical welfare of all students.
9. Promote core British Values and challenge when inappropriate views are expressed.

Training

It is a prerequisite of employment that all Centre Managers attend the training sessions in London. This training session includes their statutory induction. Accommodation and food will be provided. Full details of the training sessions will be sent at a later date.

In addition, all management staff will receive a job-specific management manual, detailing their role and company procedures. All managers are required to read and understand their manual fully and implement the procedures contained within.

Safer Recruitment Policy

Greenwich International Education operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV (any gaps in employment history must be explained satisfactorily) and the contact details of 2 suitable referees (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) -copies will be taken for our records.

Rates of Pay

Rates of pay will be detailed in your job offer. Salary is paid monthly in lieu.

The role is 6 days a week and the rate of pay includes holiday pay (paid weekly). Full board accommodation is provided during the period of employment by GIE. Working hours will include evenings and weekends.

All staff have a duty of care at all times. There are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.