

Job Title: Director of Studies LWC

Reporting To: Centre Manager LWC

Company Objectives: To provide a quality, professional service at accessible prices and to offer consistently better service provisions in all areas than our main competitors

&
for this to be perceived by our clients & competitors

Responsibilities: All LWC teaching staff

Jobholder's primary objectives:

To maintain the smooth running of the academic side of the Summer School at LWC and manage on-going development in conjunction with the Centre Manager and at times the WSE Academic Director.

To ensure that academic quality standards are maintained.

Key areas of responsibility:

1. Teachers
2. People management
3. Students
4. Quality standards
5. General Administration – academic/courses
6. Academic resources
7. Student Safeguarding, Welfare and Discipline including Health & Safety
8. Public relations
9. Other

Standards of performance for each area of responsibility.

Performance is satisfactory when the following are implemented:

- 1 To ensure that all teaching staff are fully and properly inducted and that they have operational knowledge of staff handbooks and other procedural documentation and that they fulfil their duties accordingly.
To ensure that teaching staff keep good and clear academic records, e.g. registers, weekly plans, records of work.
To ensure that all classes are taught at the correct times and to monitor teacher punctuality.
To assist teaching staff with preparation of lessons, planning and structure of class teaching.

To conduct exit interviews with the teaching team and report back to the Academic Director with written reports on each teaching staff member that has taught at the centre, with recommendations for re-employment.
To teach in a cover capacity whenever the need arises.

- 2 Ensure teachers are clear about their roles & responsibilities – relating to both academic and administrative duties.
Maintain two-way communication with all staff
Regular observations of individual teachers, the identification of specific needs and evaluation after the event.
Identifying and arranging regular CPD training and evaluation after the event.
On-going monitoring of behaviour and conduct ensuring required WSE standards are maintained.
Manage effective liaison between teachers as appropriate.
Run daily teacher meetings effectively.
On-going monitoring of less experienced teachers in particular, and assistance and support to all teachers.
On-going monitoring of teachers' general well-being and contribution to the Summer School.
Ensure current trends in ELT are known and experimented with by teaching staff.

- 3 To have the care and welfare of students as the primary concern.
To ensure that the testing and placement procedures work well and that the results are used to efficiently draw up classes.
In conjunction with the Centre Manager, induction of all students
Academic welfare – remain accessible to students and provide appropriate support and guidance in relation to their studies.
In conjunction with the Centre Manager, student discipline – responsible for student attendance, dealing with student behavioural problems, teachers' complaints re: students
Ensuring that all leaving students receive an accurate and complete certificate, report and that their course folder with example work is presentable to their parents.

- 4 To behave in a courteous and professional manner with colleagues and clients at all times and to respect any such relevant codes of conduct and to ensure that staff do so.
Feedback is acted upon and communicated to staff and other stakeholders as appropriate.
Actively seeking feedback and ensuring that negative feedback/complaints are investigated as appropriate.
Feedback, both constructive and negative, is discussed openly with teachers.
Ensure classrooms and teachers' room are well-presented.
Attend daily management meetings and lead daily meetings with teachers.
To actively seek to have resolved speedily, effectively and diplomatically, areas of academic concern for clients, and keep accurate records of the concern and how it was resolved.

- 5 To play a leading role in the set-up and closure of the centre.
To ensure student first day and last day procedures are undertaken effectively.
To ensure that the placement procedure is administered smoothly and professionally.
To ensure that accurate and readable timetables are available to all students, teachers and group leaders.
To monitor class size and ensure that the maximum set number is not exceeded, while aiming for full class efficiency.
Any other administration required.

- 6 Monitor and evaluate success of existing courses via student feedback and teacher feedback.
To design courses/syllabi appropriate to students' ages and levels and to WSE quality standards.
To select and make available suitable material for each course being offered.
To ensure the care and maintenance of all academic materials, including a stock take of all materials at the beginning and end of the course.
To oversee and maintain a tidy, clearly catalogued and well laid-out lesson preparation area, and that teaching staff can find and use what they need in order to deliver quality lessons.
To inform the Centre Manager in good time of the need to replenish any stationery stock needed for teaching.

- 7 To ensure each student's experience of a WSE Summer School course is safe, enjoyable and productive, as advertised by WSE.
To ensure that all staff, especially teaching staff, are aware of their responsibilities regarding the health and wellbeing of students, including but not limited to the use of age appropriate teaching materials, student physical and emotional wellbeing in and out of class and attending immediately to students needs.
To aid the Centre Manager in ensuring students are properly supervised at all times according to stipulated ratios and guidelines.
To know, and ensure teaching staff know, WSE and LWC rules and administer them.
To regularly monitor student behaviour in the classroom and to take appropriate steps to correct behaviour when required as outlined in the WSE Juniors Discipline Policy, Safeguarding Policy and Bullying, Abusive and Extremist Behaviour Policy, and to inform Group Leaders/agents/parents as appropriate.
To share in pastoral supervisory duties as required.

- 8 To assist the Centre Manager in the organisation of both a warm and efficient reception and departure of groups of individuals.
To be the public face of the Summer School with regards to Academic matters and be pro-active in familiarisation with accompanying adults, group leaders and students.
To play a full role in the 24-hour emergency phone rota and service.
To deal with clients, parents and external emails

- 9 To deputise for the Centre Manager where necessary.
To assist the Centre Manager in the management of the centre, particularly during student arrivals and departure days in addition to any academic duties required on those days, and to do everything possible to ensure a quality service as perceived by clients and staff.
To take an active role in the day-to-day care of students outside of the classroom, including but not limited to, break duty, meal duty, supervision during house time, participating in afternoon and evening activities, and excursions.
Other duties as deemed necessary by the Centre Manager.

Essential

Education and Training:

Graduate
DELTA/Diploma in ELT

Experience of:

EL Teaching at all levels, Administration, ELT Course Design

Special Skills and Knowledge:

ELT, I.T.

Behavioural Skills:

Professional appearance
Excellent interpersonal skills and ability to relate to people at required level
Cultural awareness and ability to communicate appropriately with individuals from different backgrounds
Excellent time management
Able to prioritise effectively in order to ensure results are achieved.
Target focused and able to adapt approach to work in light of changes/revised targets.
Able to work effectively under pressure & to deadlines
Able to manage effectively in a stressful situation
Able to demonstrate consistent and professional approach to staff
Able to make decisions and show initiative
Methodical and accurate
Assertive & non-confrontational
Innovative
Ability to enthuse others and lead in CPD
Team player and team leader - able to communicate effectively and work collaboratively with all staff
Cheerful, approachable and dynamic
Highly motivated



Job Description – Director of Studies Lord Wandsworth College

WSE Juniors Summer Centre

Desirable

Education and Training:

Management training

Teacher training

Experience of:

Management

ELT inspections such as Accreditation UK and ISI