

Director of Studies – Adults / Teacher, London Collingham, 2012

You are responsible for providing a well-run and high-quality educational programme for adults at the Collingham Centre, and for providing teacher support and professional development as required. You will also teach.

All Discovery Summer Staff

are expected to:

- Ensure the safety of the students and colleagues 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
- Act in a thoroughly professional manner, which includes:
 - working cooperatively with both Discovery Summer colleagues and host centre staff
 - following the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
 - providing full and proper planning and recording documents as required
 - carrying out directions from Head Office and complying with all legal and professional organisation requirements

You are working with children. Consuming alcohol/substance abuse are not permitted at any time in the school building or during working hours. Staff must be fit to supervise students at all times. Smoking is only permitted outside the school and well away from the school entrance. Smoking is not permitted in front of students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

Director of Studies Adults

reports to the Centre Manager and the Managing Director of Discovery Summer

Duties

- Being responsible for the high quality of lessons; this to be achieved in a number of ways.
- Setting an appropriate and professional tone for all teaching staff.
- Ensure the educational programme at the centre is delivered according to the Discovery Summer standards as laid out in publicity materials and staff handbooks.
- Ensure that 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 and provide continuing professional development according to the needs of the course and teachers.
- Communicating effectively with staff and students ensuring that everyone is clear about expectations.
- Ensure that the following happen efficiently and at the correct times: placement tests & needs analysis, weekly progress tests, end of course assessments/reports and certificates.
- Liaise with Centre Manager regarding initial and departure feedback questionnaires for students.
- Teach adult classes and one-to-one classes as required.

Collingham: Non-residential Director of Studies – Adults / Teacher

Age range: Adults

Time commitment: Induction Friday 22 & Saturday 23 June 2012. Course runs from Monday 25 June to Friday 10 August 2012, Mondays to Fridays. Working hours at the centre would normally be Mondays to Fridays 08.00 – 17.30 or until necessary work is completed. Expect the work at the centre to be intense. The DOSA must be available via email and mobile during evenings and weekends, particularly in order to share information and be properly prepared for the following day.