

Director of Studies 2010**Reporting to:**

1. The Course Director.

Duties:**Management**

- As a member of the senior team you'll be liaising very closely on a daily basis with the Course Director (CD), Social Director (SD) and Administrator to ensure the smooth running of every aspect of the course.
- Act as line manager for Teachers.

Pre-course

- Attend the senior staff training weekend (if applicable)
- Read the Senior Staff Handbook, consult the Discovery Summer Wiki and raise any queries you may have with Head Office (HO).
- Contact the CD and SD and plan the course. This may involve undertaking a few days' preparatory work..
- Contact Teachers in advance. Get to know them and discuss plans for the course including their interests and ideas for English Workshops.
- Prepare for and lead parts of the staff induction.
- Ensure you are familiar with Teachers' and Activity Leaders' job descriptions, contracts and rotas.
- Check materials and equipment supplied and advise HO immediately if additional supplies required.

During course

Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible

- Follow guidelines as outlined in the Senior Staff Handbook, British Council Accreditation Handbook and explained by the Course Director.
- Organise a safe, well structured, lively academic programme. This should cater for all abilities and encourage the use of English at all times.
- Manage all members of staff involved with the academic programme.
- Work with the Teachers to maximise the use of the English Student Hosts in the classrooms
- Offer guidance and support to Teachers. This includes preparing for the English Workshops, leading any INSET training sessions and conducting observations as part of the staff appraisal process.
- Cover for Teacher absences.
- Be responsible for equipment and materials relating to the academic programme, ordering additional materials via HO if required.
- Encourage Teachers to participate fully and enthusiastically in the social programme and Activity Leaders likewise in the English Workshops.
- Liaise with the Social Director to ensure that students are fully prepared for excursions in class.
- Keep staff informed about the academic programme in the daily staff meeting. Keep students and

Group Leaders informed about the academic programme too!

- Hold a daily teachers' meeting.
- Conduct staff appraisals in conjunction with the CD.
- Organise student placement and progress testing.
- Manage the Trinity Exam in Spoken English (not applicable at Winchester or Marymount).
- Collect informal feedback, especially from students and Group Leaders and respond accordingly. Record the feedback and any action taken.
- Ensure students/Group Leaders/staff and Student Hosts complete an on-line First Impressions and End of Course Questionnaire. Discuss the results of these questionnaires with other members of the senior team and HO and take and record appropriate action.
- Organise and help teachers prepare End of Course Assessments/Reports and Certificates and arrange Certificate Presentations in conjunction with other senior staff.
- Deputise for the Course Director as required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk and carry out Risk Assessments as outlined in the Senior Staff Handbook if necessary.
- Sleep in a room in close proximity to students and fulfil pastoral duties as required.
- Prepare and pack up the course centre as required.
- Involve Group Leaders as much as possible
- Maintain the good reputation of Discovery Summer.

Post-course

- Write an end of course report within 10 day of the end of the course.

Working hours:

You will receive one full day off each week as well as additional time on working days subject to the successful running of the academic programme.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.

Discovery Summer's policy regarding alcohol, smoking and substance abuse:

Our centres are strictly non-smoking; a designated external smoking area may be provided. Never smoke in front of students.

Consumption of alcohol and/or abuse of substances at the course centre are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

**We rely on you as a vital member of the team.
We all depend on each other for the success of the course.
Our aim is for students and staff to have a safe, memorable and happy experience
with Discovery Summer.**