

## Job Description: Director of Studies, 2008

### Reporting to

1. The Course Director.

### Duties

#### Management

- Act as line manager for Teachers.

#### Pre-course

- Read the Senior Staff Handbook and raise any queries you have with Head Office.
- Contact other members of the senior staff team and plan the course. This may involve undertaking a few days' preparatory work at Head Office.
- Contact Teachers in advance. Get to know them and discuss plans for the course.
- Prepare for and lead parts of the staff induction.
- Ensure you are familiar with Teachers' job descriptions, contracts and rotas.

#### On-course

- Organise a safe, well structured, lively academic programme. This should cater to all abilities and encourage the use of English at all times.
- Manage all members of staff involved with the academic programme.
- Offer guidance and support to Teachers. This includes preparing for and leading 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.
- Conduct staff appraisals.
- Organise student placement and progress testing, end of course assessment (which includes a written report for each student) and certificates.
- Manage the Trinity Exam in Spoken English (not applicable at Winchester).
- Collect informal feedback, especially from students and Group Leaders and respond accordingly. Record the feedback and any action taken.
- Ensure students complete an on-line First Impressions and End of Course Questionnaire. Discuss the results of these questionnaires with Head Office and take appropriate action.
- Ensure Teachers participate fully in the social programme.
- Keep other members of staff informed about the academic programme in the daily staff meeting. Keep students informed about the academic programme in the daily student meeting.
- Hold the daily teachers' meeting.
- 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.
- Sleep in a room in close proximity to students.
- Follow course centre guidelines concerning the British Council Accreditation Scheme and the Children's Act.

- Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible.
- Prepare the course centre as required.
- 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.

#### **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 the 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**

We strongly discourage smoking. You certainly must never smoke in front of students at any time. All our centres are non-smoking, although smoking is permitted in an agreed external area at each centre.

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 memorable, happy and safe experience with Discovery Summer.**