



Job Description

Residential Director of Studies



1. About Us

Discovery Summer is an independent, family-owned company with over **20 years' experience** providing short summer courses in the UK for **international children and teenagers**.

In our 2023 British Council inspection, we were awarded 12 strengths.

We give our students lots of opportunities to learn new skills, try new activities and build confidence in English whilst getting to know Britain and our culture.

Many of our **staff come back year after year - 70% in 2025** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

2. Job Overview

Reporting to: Course Director and Academic Consultant

You will be responsible for the **high-quality and smooth running** of a forward-thinking, stimulating and varied academic programme. You will be **passionate about teaching and learning** and committed to ensuring classes are engaging and help students develop accuracy, fluency and most importantly, confidence in spoken English.

You will **lead and manage a diverse team of teachers**, providing professional development opportunities for them and ensuring all academic **administration** is effectively completed.

You will be a member of the Senior Management Team at the centre - this role requires a high standard of **commitment and professionalism**.

What we're looking for

Legal:

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- A first degree in any discipline
- TEFLQ Qualification, e.g. Cambridge DELTA, Trinity LTCL Diploma TESOL, or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice)
- Minimum 3 years' EFL teaching experience with international young learners/teens

You need to be able to:

- Provide a clear and accurate model of the English language
- Confidently deliver an inspiring and stimulating high-quality academic programme
- Confidently use Google suite and Microsoft Office
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Led, managed and motivated a diverse team of teachers
- Recent experience observing, appraising, and delivering feedback to teachers
- Experience working in a residential environment
- Recent experience working with international students

We love working with people who are:

- Passionate about teaching and learning
- Outstanding communicators
- Able to keep a cool head when working under pressure
- Team workers; willing to contribute to the overall success of the programme
- Committed to delivering excellent customer care
- Ready to participate in activities and assist with pastoral duties, where required
- Creative, energetic, and fun

3. All Discovery Summer staff must:

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbook regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke/vape in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

4. Work at a leading independent school



Shrewsbury School, Shropshire, SY3 7BA

Courses: English/Coding & Tech/Sports Academy
11-16 years

Staff Induction: Sat 27 June - Tues 30 June

Dates: Wed 1 July - Wed 29 July

Staff depart: Thursday 30 July

Contract length: 4 weeks



Winchester College, Hampshire, SO23 9NA

Courses: Global Young Leaders/English Plus+
13-16 years

Staff induction: Mon 29 June - Thurs 2 July

Dates: Fri 3 July - Fri 31 July

Staff depart: Sat 1 Aug

Contract length: 4 weeks



Winchester College, Hampshire, SO23 9NA

Courses: Pre-University 15-17 years

Staff induction: Mon 29 June - Thurs 2 July

Dates: Fri 3 July - Fri 31 July

Staff depart: Sat 1 Aug

Contract length: 4 weeks

5. Salary and working conditions

- **£950 per week (£848 + 12.07% statutory holiday pay)**
- One-off payment of £320 for pre-course course preparation + discretionary performance bonus
- Set up and induction (usually 3-4 days), paid pro rata
- Fully paid enhanced **DBS check**
- Full board accommodation is provided - worth £77.70 per week



- You'll work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You will have one 24-hour period off per week



- Our programmes are fast paced – expect the days to be long and the work to be intense



- You will be accommodated in the student residence, normally in a single room with shared bathroom



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress code: smart casual e.g. shirt/blouse, smart trousers/chinos, smart shoes/trainers. No T-shirts, jeans, shorts, flip-flops etc

6. What we teach

English Skills classes

Maximum class size: 12 international students + one English Student Host

In exceptional circumstances, to correctly place students, this may be marginally exceeded

Topic based lessons (e.g. astronaut animals, British folklore, TV stars) develop core skills, e.g. in using grammar, reading, writing, listening and building confidence in spoken English.



You will test students on arrival and allocate them to an English Skills class depending on level, age, nationality



Continuous enrolment – students arrive each week. Classes and levels may change on a weekly basis



Teachers use a Discovery Summer Scheme of Work. Programmes are well-resourced, e.g. hard copy course books, subscriptions to useful resources, and an in-house online resource bank (ORB)

English Workshops

Project-based lessons where students learn and develop by collaborating, discussing, researching, and creating.



Each week, teachers teach a different English Workshop. Classes may be mixed ability. Students collaborate on a project - exploring content and language while developing new skills



Detailed plans for 50 Workshops, e.g. Breakfast TV, Comedy Drama, Escape Room Design, Leadership in Action, Myths and Legends, NASA Explorers available on the ORB



You will organise the end-of-week presentation - a great way to share learning and an invaluable opportunity for students to develop confidence in presentation skills

Use the local town/city as an extension of the classroom!



Shrewsbury: Active English projects, e.g. Students visit the train station and find out train times, explore the town and create a timeline of Darwin's life



Winchester: City Challenge projects, e.g. Food trails: discover British flavours in the market, Landmark visits: explore impressive museums & landmarks, City explorers: create audio tour guides

7. Your role and responsibilities

a. Pre-course preparation

- Read the Staff Handbook, your DoS checklist, and Discovery Summer publicity materials, e.g. website, blogs
- Attend the **Senior Staff training weekend (27-29 March 2026)**
- Complete any pre-course tasks, e.g. online meetings with the Academic Consultant (AC), reviewing Schemes of Work (SoW), discussing induction (slides provided), ordering resources
- Discuss the teaching team with the AC; be clear on who may need further support
- Attend and lead parts of the online 'get-to-know-you' session (in June 2026)
- Familiarise yourself with Discovery Summer online systems (training provided)
- Contact all teachers for your centre, liaise with them and provisionally allocate them to classes
- Contact other members of the senior team to plan the finer details of the course
- Liaise with the senior team regarding opportunities for academic/social crossover and enrichment
- Be clear on all matters relating to the centre (rules, use of facilities, etc.) and to any groups joining the course who may have special programmes
- Arrive at the centre, for induction, with plenty of ideas and energy!

b. Pre-course (at the course centre)

- Make all teachers feel welcome and quickly integrated
- Ensure teachers have detailed information about their role, working day, administrative expectations, deadlines, special events
- Set an appropriate and professional tone for all course participants taking part in the academic programme
- Ensure classrooms and any shared spaces are properly prepared before students arrive
- Support other members of the senior management team in the preparation of the centre

c. Responsibilities - Teachers

- Line manage teachers
- Support new teachers with lesson planning and delivery (e.g. team teaching)

- Communicate effectively with the teaching team ensuring expectations are clear
- Ensure teachers work together as a team for the benefit of the students and requirements of the course
- Observe lessons for each teacher. Act quickly to improve standards where required
- Ensure that teacher reviews/appraisals are carried out effectively as outlined in the Staff Handbook
- Enable teachers to conduct peer observations by covering part of their lesson
- Liaise with Academic Consultant about any teacher performance concerns
- Provide regular INSET sessions according to the needs of the course and the staff
- Manage the end-of-week presentations and work to improve them

d. Responsibilities – Senior Management Team

- Participate in daily meetings with the Senior Management Team; ensuring the smooth running of the course
- Work closely with the Senior Management Team to find ways to challenge and stretch students while they acquire new skills, learn new language, explore British culture and make friends with English Student Hosts
- Be sufficiently flexible to deal with unexpected situations
- If required, act as Deputy Course Director

e. Responsibilities – Academic Management (You'll liaise frequently with the Academic Consultant)

- Ensure the academic programme at the centre is delivered according to Discovery Summer's high standards
- Be responsible for organising resources; ensuring teachers have what they need
- Discuss with the Academic Consultant if you think a student has not been correctly placed, or if you suspect they have additional learning needs
- Liaise closely with the Academic Consultant before responding to parental queries or complaints
- Liaise with the Academic Consultant to ensure that feedback from course participants is collected, responded to accordingly and record any action taken

f. Academic programme

- Lead a student induction aligning student expectations to the DS academic programme (it might be different to how they learn English in their home countries)
- Place all students in appropriate classes and make decisions about any students needing to change classes
- Ensure [English Student Hosts](#) are inducted into the academic programme and regularly meet teachers
- Ensure lessons have clear outcomes and that students are introduced to these at the beginning of each lesson
- Ensure the learning needs of every child are taken into consideration
- Ensure that when classes are multilevel, those at the higher levels are provided with differentiated input
- Ensure that all academic administration happens efficiently and at the correct times
- Ensure that good discipline is maintained in classes and that teachers write positive and negative comments on the DS Portal after every lesson

- Where required, manage the Trinity GESE Exam process to ensure all students are prepared and that relevant administration is carried out
- Be responsible for the proper use of all academic resources, being mindful of, e.g. costs, environmental impact
- Cover-teach when necessary. Teach regular classes (in exceptional circumstances)
- Give timely, constructive feedback to the Academic Consultant

g. The 'face' of Discovery Summer

- Ensure that the 'face' of Discovery Summer is upheld and that all students return home with a folder that is representative of the high standards of Discovery Summer
- Ensure that classroom displays are fresh and informative
- Check all student reports are accurate and error-free. Add a DoS comment
- Cross-check the certificates with the Portal before they are printed
- Ensure that the content of the presentations is appropriate and meets Discovery Summer's expectations
- Liaise with the Course Director to ensure the blog is frequently updated with fun, informative and interesting material relating to the academic programme

h. Safeguarding & Welfare and Pastoral Duties

- Ensure the **safeguarding and welfare** of students at all times
- Follow the safeguarding guidelines; log and report details of any behaviour, welfare or safeguarding issues as directed
- Sleep in a room on the same corridor/in the same building as the students
- Do wake-up/bedtime/mealtime duty as required
- Maximise every opportunity for nationalities to mix and for students to practise English both inside and outside the classroom
- Carry out any other reasonable duties.

i. End of and post-course

- Ensure shutting down the centre (i.e. packing, leaving areas as found) is done efficiently and does not negatively impact the students
- Ensure all teachers receive a final appraisal on the Portal which is signed off and submitted
- Ensure all course records are complete and submitted to Head Office
- Carry out any other reasonable duties
- Write an end-of-course report within 5 days of the course end and be prepared to respond to any further queries from HO post course

8. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2026 online application form](#)
- Contact **Prem Sourek** with any questions prem@discoverysummer.com