

Job Title	Director of Studies
Line Manager	Centre Manager (and Target English International Director)
Pay	Competitive salary + full board accommodation, holiday pay
Dates	June – August
Contracts	Fixed-term contracts of 5 – 7 weeks
Hours	Typically 48 hours per week
You	A competent teacher with significant experience in the EFL and summer school industry. You will have overall responsibility for the successful implementation and administration of all aspects of the academic programme, which includes managing the academic staff and their performance. In addition to optimising our students' academic programme and environment, you will also ensure their safety and wellbeing at all times. Management, organisation and problem-solving skills are essential requirements for this position. Our aim is to ensure our students make the most of their academic programme and, as Director of Studies, you will make this happen!

Our Mission

At Target, we aim to provide our students with a comfortable and caring setting in the UK to improve their communication in English and develop skills for a more global society. We want our students to leave the course with a better understanding of UK culture and the inspiration to become life-long learners of English.

Our Course and Activity Programme

We focus on developing fluency skills and building student confidence in a friendly and stimulating environment. Our in-house syllabus is based on the Common European Framework of Reference for Languages (CEFR). In order to enhance the language learning experience and give the students a sense of academic achievement, our package includes entry to the Trinity Graded Exam in Spoken English (GESE).

In Liverpool and Lincoln students can opt to take our Inspiration English course instead of General English. On this course students will improve their language skills through the development of a creative portfolio.

The language course includes:

- Oral and written placement test to select class level and provide initial assessment for the Trinity GESE
- 15 hours of English language tuition per week (students take 20 lessons per week and each lesson is 45 minutes long)
- Trinity College London GESE
- Maximum 15 students per class*
- Morning and afternoon teaching timetable, 09:00-12:30 and 14:00-17:30 (exact times of classes may vary dependent on centre)*
- Optional Enterprise English workshops focussing on the preparing students for the world of work; writing CVs, interview techniques and business role play

Most centres operate rolling enrolment so testing and induction may occur midweek or at the weekend.

**Except in Hatfield where morning-only teaching (approx 9:00 – 12:30) is in operation and there is a maximum of 18 students per class*

On weekdays students have classes in either the morning or afternoon. The rest of the time is spent with Activity Leaders on local visits, excursions or on-site activities. In each centre we run a busy, varied and exciting activity programme, aimed specifically at teenagers. An important aspect of the activity programme is for students to learn about the local history and culture of the area in which they are staying and the UK in general.

General Duties

- Be present at Senior Management Induction in order to acquire detailed information pertinent to position and centre
- Liaise with the centre management team on organisation and procedures of the centre
- Hold and be present at Group Leader welcome meetings alongside the Centre Manager
- Organise and manage the academic programme
- Become familiar with the Shoolia booking system (in-house IT system) prior to group arrivals
- Become familiar with the dates and numbers of groups and students arriving
- Create a plan of your working weeks for arrivals, testing and Trinity dates alongside the Trinity Exam Coordinator
- Communicate with Centre Manager and Conference team on location of classes and procurement of extra rooms, if necessary, for Trinity exam dates
- Set up classrooms and noticeboards with information according the Target guidelines
- Set up staff room according to Target guidelines and ensure labelling of books and materials to BC specifications
- Ensure quality control for all academic delivery and manage appropriate use of teaching resources
- Carry out academic administration, ensuring all paperwork is clear and necessary information is communicated to Head Office

- Organise and manage the testing and induction of students
 - Place students in appropriate classes, taking into account age, level of English, multi-national mix and continuity, and create class lists
 - Organise the recording of attendance for classes and maintain accurate records
 - Liaise with students and group leaders over classes and the academic programme as a whole
 - Ensure that accurate and up to date academic and class information is available for students, clients and staff in the assigned areas on the campus
 - Assist the Trinity Exam Coordinator with the organisation and administration of Trinity ESOL Exams where required
 - Alongside the Trinity Exam Coordinator, manage and conduct meetings with Group Leaders regarding Trinity grade levels and accurate students details, including names and dates of birth
 - Set clear learning aims with teachers to ensure that students know what they are learning and why they are learning
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- Assist/Support other managers in other aspects of the programme
 - Deputise for the Centre Manager when necessary.
 - Teach when required, e.g. teacher absence/sickness, etc.
 - Organise academic reports and certificate awards/presentations for all leavers
 - Organise feedback forms by group or in an orderly manner
 - Be available for interview by the British Council Inspectors
 - Any other reasonable/appropriate duties.

Staff Management

- With the Centre Manager, decide who will contact teachers about their arrival
- Alongside the Trinity Exam Coordinator, prepare a thorough induction for teachers including a tentative timetable for staff development
- Allocate teachers to the appropriate levels and classes
- Induct, line manage and support teachers
- Motivate the team and lead by example
- Establish a positive working relationship with the teachers and inform teachers of any alterations to timetables or programmes
- Hold meetings as necessary
- Organise timetabling for teacher observations and in-service teacher development sessions with Area Academic Managers
- Ensure that teachers complete an End-of-Course Report for every student and proper information is filled in
- Ensure teachers have students complete and return feedback forms
- Be proactive in ensuring that teachers receive support and guidance as needed
- Support and prepare teachers for being observed and/or interviewed by a British Council Inspector (if your campus has been chosen for inspection)

Safeguarding and Health and Safety

- Prioritising the safety and wellbeing of staff and students by implementing Target English policies and procedures, including the Safeguarding Manual
- Promoting and prioritising student welfare
- Ensure high levels of student safety and welfare, including risk assessing classrooms and outside learning environments.
- Comply with all Target English International regulations, policies and procedures including Safeguarding and Prevent

Customer Service

- Providing excellent customer service to clients and students throughout their stay with Target English International,
- Representing the company to a high standard at all times
- Ensuring that every Group Leader and student is treated equally well by all members of staff
- Going the extra mile when needed to ensure that clients are satisfied with their experience
- Ensure customer satisfaction with regard to the academic programme

Training

- Management staff are required to attend a paid induction and training weekend in Hull immediately prior to the start of their contracts. This includes their statutory induction, first-aid training, safeguarding and welfare training among other sessions led both by members of Target English International staff and outside consultants.
- Management staff are required to read and understand the relevant job manual given to them at the induction weekend and fully implement procedures according Target English International policy given within said manuals.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> *Educated to degree level (level 6) *Cambridge CELTA OR Trinity CertTESOL *PGCE/QTS in Primary, MFL and English are also acceptable 	<ul style="list-style-type: none"> *An English language teaching qualification that meets British Council standard for TEFLI (certificate)/TEFLQ (diploma) *CELTYL or equivalent Young Learners extension *DELTA, Trinity DipTESOL, or other equivalent diploma-level qualification *First Aid
Experience	<ul style="list-style-type: none"> *Experience of working in EFL summer schools *Knowledge of Trinity GESE exam requirements *Experience and genuine interest in working with young people 	<ul style="list-style-type: none"> *Experience as a DoS in a busy, summer school environment *Experience in a management role
Language	<ul style="list-style-type: none"> *Ability to communicate clearly and coherently in English, both in one-to-one situations and to large groups of people *Ability to demonstrate sound knowledge and awareness of the use of English and the linguistic systems underlying it *Ability to provide appropriate models both written and spoken 	<ul style="list-style-type: none"> *Experience of learning other languages
Personal abilities	<ul style="list-style-type: none"> *Enthusiastic can-do attitude *Strong work ethic and professional attitude *Cooperative and supportive to others *Flexibility and ability to adapt to change *Ability to cope with long working hours *Problem solving skills *Good communication skills – able to discuss important and difficult issues in a calm and professional manner with clients/colleagues/host facilities/etc. 	
Professional abilities	<ul style="list-style-type: none"> *Ability to organise own work time efficiently *Basic administration skills *Ability to work to deadlines and prioritise tasks *Basic understanding of Microsoft Office (Word, Excel, etc) *Management ability *Ability to lead a team of people effectively 	<ul style="list-style-type: none"> *Good capabilities and understanding of Microsoft Office and OneDrive

Safeguarding

In line with safer recruitment, where roles require responsibility for, or substantial access to, under 18s, our recruitment procedure includes the following:

- All references will be followed up
- Reference requests ask specifically whether there is any reason that [the applicant] should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- All gaps in employment history must be explained satisfactorily
- Proof of identity and right to work in the UK must be shown at interview
- Proof of identity and copies of qualification certificates must be sent to head office prior to starting work and original copies must be taken to the centre
- Suitability checks (Enhanced DBS checks or overseas equivalent) will be required prior to confirmation of appointment.
- Staff will complete online Safeguarding and online Prevent training

How to apply

If you feel you meet our requirements, please find our application form on the Work With Us page of our website <http://www.targetenglishinternational.com/work-with-us/> and email your completed form, along with a brief covering letter stating your availability and centre preference to Kay Donnelly (email below). If you would like to discuss the role informally, please call Recruitment on +44 (0) 1482 214955.