



## Job Description

<b>Job Title:</b>	<b>Assistant Director of Studies (Residential)</b>
<b>Department:</b>	<b>Summer School</b>
<b>Responsible to:</b>	<b>Director of Studies</b>
<b>Last reviewed:</b>	<b>October 2023</b>

## Job Outline

In 2022, Haileybury delivered its first International Summer School and we are building on this success in 2024. The programme has an academic focus and is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions to top-end destinations.

As a member of the Senior Management Team of the Summer School/Spring Course, you will be required to lead a team of teachers, and deliver an innovative and top-quality academic programme. You will support EFL teachers and subject teachers with the design and delivery of engaging, learner-centred lessons using CLIL and TBL methodology. You will also support the new International Study Preparation Course, which will focus on developing academic skills.

You will contribute to a professional development programme and ensure all academic administration is completed to a high standard. The majority of learners will take Trinity GESE exams and you will assist with the administration of this, the exam schedule and the preparation for the exams.

The nature of a 24 hour a day, 7 days per week summer school requires staff to work flexibly. The work is intense, days are long and whether on or off duty, staff are expected to put the needs of the pupils and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week and be asked to sign a 48-hour waiver. Please note this is a residential position.

## Duties

- Support the Director of Studies in the overall management of the academic department and cover if necessary
- Support EFL teachers in planning engaging, interactive lessons which follow a CLIL or TBL methodology
- Support subject teachers in adapting lessons for non-native speakers of English
- Support teachers and pupils with Trinity exam preparation
- Support the DOS with administering Trinity exams
- Lead on planning and administering (inc. RAs) Academic excursions and briefing/training staff

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- Ensure that all lessons are appropriately planned following summer school guidelines, and that resources are used effectively and efficiently
- Liaise with colleagues to make sure that excursions are prepared for/exploited in class
- Work with the Director of Studies to oversee the academic administration and ensure that it is completed efficiently and in a timely manner
- Ensure that course reports, certificates and can-do statements are completed professionally and in a timely manner
- Encourage teachers to find innovative ways to showcase learning outcomes
- Assist with planning and delivering the induction for the academic team
- Contribute to the INSETT programme
- Collect and act upon feedback as per the course schedule
- Undertake pastoral duties as required
- Assist with activities and excursions as required
- Teach classes when necessary

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Other Requirements**

### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Assistant Director of Studies  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
• A degree	✓	
• A Cambridge CELTA or Trinity Cert TESOL	✓	
• A Cambridge DELTA, Trinity LTCL Diploma TESOL		✓
• A Young Learner qualification e.g., TYLEC, CELTA extension		✓
• Trinity GESE or IELTS Examiner status		✓
• A recognised first aid qualification		✓
• A full, clean, UK driving licence		✓
<b>Knowledge, Skills and Experience</b>		
• At least 3 years EFL teaching experience with monolingual and multilingual classes	✓	
• Experience in teaching teenagers	✓	
• Experience of materials design	✓	
• Experience of working in a residential summer school	✓	
• Experience of preparing students for IELTS and/or Trinity exams		✓
• Experience of teaching EAP		✓
• Experience of using CLIL and TBL methodology		✓
• High level of computer literacy, particularly Outlook, Google, Word, Excel and PowerPoint	✓	
<b>Personal Attributes</b>		
• Ability to work as part of a team across all areas of the summer school and ensure an immersive experience for learners	✓	
• Ability to create a culture of innovation and personal responsibility	✓	
• Highly articulate, confident and dynamic	✓	
• Excellent communication skills with all relevant client groups, both internally and externally	✓	
• Ability to operate and understand within a school environment	✓	
• Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
• Ability to maintain confidentiality with, tact, diplomacy and discretion	✓	
• Ability to work in a team and individually, using own initiative	✓	

	<b>Essential</b>	<b>Desirable</b>
• Flexible with the ability to adapt to changes to work schedules	✓	
• Confident, self-motivated and proactive	✓	
• Honest, polite, reliable, resourceful, flexible, punctual and committed	✓	
• Have the willingness and flexibility to deal with unexpected situations whilst putting student welfare and the reputation of the school as priorities	✓	
• Well organised with the ability to prioritise work to deadlines and under pressure	✓	
• Accurate with an eye for detail	✓	
• Good numeracy and literacy skills	✓	