



Haileybury International Summer School

Job Description

Job Title	Director of Studies
Responsible to	Commercial Operations Director
Department	Summer School
Last reviewed	November 2024

Job Outline and Purpose

In 2022 Haileybury delivered its first International Summer School and we are building on this success in 2025. The programme has an academic focus and is aimed at international students aged 11-17 with varying levels of English. The TEFL courses include an impressive range of activities and some exciting excursions.

As a member of the Senior Management Team, the Director of Studies will be required to lead a team of teaching and operations staff, and deliver an innovative and high-quality academic programme. The post-holder will support EFL teachers and subject teachers with the design and delivery of engaging, learner-centred TEFL lessons using CLIL and TBL methodology. You will also support the International Study Preparation Course, which will focus on developing academic skills.

The post-holder will lead and manage a professional development programme and ensure all academic administration is completed to a high standard.

Hours

This post will initially involve working a 20 hours per week in a hybrid and on-site capacity as required, leading to a full time, residential role from 23 June 2025 to 3 August 2025 inclusive. Haileybury International Summer School will run from Sunday 6 July 2025 to Saturday 2 August 2025 inclusive.

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 students 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.

Duties

- Project manage and lead the academic delivery of a successful residential English Language Summer School through a clear and detailed achievement of quality and student number targets.
- Take overall responsibility for implementing and monitoring the performance of the Academic Programme.
- Lead and develop a team of EFL teachers to ensure excellent lesson design and dynamic delivery with clearly defined learner outcomes.
- Be responsible for coordinating and setting up all aspects of the residential programme, including programmes of academic study and extensive co-curricular activities.
- Support subject teachers and activity staff with embedding CLIL methodology in lessons.

- Lead daily teacher meetings that cover administration, student and staff needs.
- Plan and oversee the delivery of twice-weekly INSETTs.
- Conduct observations and performance evaluations with your team.
- Support the activity and welfare teams to maximise learning opportunities for staff and students across the programme. Undertake First Aid Training, if you do not hold a qualification.
- Plan and deliver the induction for the academic team.
- Manage 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.
- Cover lessons as required.
- In collaboration with the HR Department, recruit a team of fixed-term EFL teachers to manage the Summer School academic delivery.
- Assist with the management of the Summer School team competently, confidently and professionally, monitoring performance and providing support, guidance and training where necessary, in order to ensure that the teaching and learning elements of the course are of the highest quality.
- Ensure a positive learning environment is cultivated.
- Establish the basis on which an effective welfare and medical service is available during the Summer School to address the physical and emotional needs of our students.
- Be the primary point of contact for parents and agents, concerning poor behaviour, disputes or other challenging situations.
- Use the Budget Live Tracker to manage the Summer School budget, being aware of costs and budgeting.
- Work with the Head of Health and Safety to establish a robust health and safety policy with all appropriate risk assessments in place.
- Ensure compliance with the relevant Summer School policies.
- Ensure information is provided to the Finance Department for the accurate billing of parents.

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

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

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.

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

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

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

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.

**Director of Studies
Person Specification**

	Essential	Desirable
Qualifications		
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		✓
Knowledge, Skills and Experience		
At least 4 years EFL teaching experience with monolingual and multilingual classes		✓
Experience in leading, managing and motivating a diverse team of teachers and operations staff	✓	
Experience of conducting observations and appraisals, and giving feedback to teachers	✓	
Experience in teaching young learners and teenagers	✓	
Experience of delivering teacher training/development	✓	
Experience of materials design	✓	
Experience of working in a residential summer school		✓
Experience of preparing students for IELTS exams		✓
Experience of teaching EAP		✓
Experience of using CLIL and TBL methodology		✓
Experience of British Council Inspections		✓
High level of computer literacy, particularly Outlook, Google, Word, Excel and PowerPoint	✓	
Excellent communication skills with all colleagues and international students	✓	
Good numeracy and literacy skills	✓	

Personal Attributes	Essential	Desirable
Ability to create a culture of innovation and personal responsibility	✓	
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	✓	
Flexible with the ability to adapt to changes to work schedules	✓	
Confident, self-motivated and proactive	✓	
Have the willingness and flexibility to deal with unexpected situations whilst putting student welfare and the reputation of the school as priorities	✓	
Honest, polite, reliable, resourceful, flexible, punctual and committed	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Accurate with an eye for detail	✓	
Enthusiastic with the desire and ability to learn	✓	