# JOB DESCRIPTION

# ASSISTANT DIRECTOR OF STUDIES

This job description summarizes the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those may vary from time to time at the discretion of the school, in consultation with the post holder.

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| **Job Title:** | Assistant Director of Studies |
| **Contract:** | Permanent contract |
| **Reports to:** | The Director of Studies, OI Oxford |
| **Salary:** | Dependent on experience and qualifications |
| **Working hours:** | 40 Hours per week |
| **Holiday:** | TBC |
| **Special conditions:** | In accordance with our safeguarding policy, all school employees are subject to a satisfactory DBS (formerly CRB) check. |

## Person Specification

**Essential skills, knowledge, qualifications and experience:**

* Educated to degree level with CELTA/CerTESOL
* Excellent organizational skills; the ability to organize and prioritize a varied workload
* A proven aptitude and commitment to developing others
* Experience and an understanding of working with student databases and timetabling staff effectively and efficiently
* A self-motivator and effective team worker
* The ability to communicate information clearly and to maintain effective communication with colleagues and external contacts at all levels
* Familiar with Accreditation UK, ISI and UKVI policies and guidelines
* Able to demonstrate a commitment to delivering excellent customer service
* The ability and willingness to generate new courses and study programmes
* The ability and willingness to take on new projects and tasks
* The ability to work to own initiative and under pressure

**Desirable**

* Experience of working in a similar role in a busy year-round EFL school
* Be TEFLQ (Trinity Dip. TESOL or DELTA)

## Key Responsibilities

**Administration**

* Ensure that weekly registers, Schemes of Work and test results are accurate (paper based and database)
* Record minutes of staff meetings, management meetings, seminars and exam results
* Make necessary arrangements for new terms in liaison with the DoS
* Help to ensure that high standards expected by OI are maintained
* Help to ensure that OI Oxford meets the criteria set by external accrediting bodies such as the British Council and ISI
* Assist in the preparation/ development of classroom materials in liaison with the Director of Studies
* Preparing for arrivals of closed junior groups including the booking of external classrooms, coordinating teachers and materials, liaising with OI admissions and collating all necessary paperwork such as invoices and student feedback
* Take responsibility for the ‘summer school’ currently running in July and August including; recruitment, administration, facilities management and liaising with Group Leaders and sponsors

**Teaching**

* Teach a minimum of 15 hours per week (outside the busy summer months) for General English and Exam classes.
* Be the first in line to cover classes in the case of sickness/ absence
* Act as the Academic Support Tutor (outside busy periods) which involves 1:1 sessions with students and creating Learner Plans to give extra support where needed
* Teach bespoke courses for 1:1s and ESP courses where required

## Teacher Support and Development

* Provide ongoing support and guidance to other members of the teaching staff
* Act as mentor to new teachers where required
* Assist with new staff inductions
* Lead in-house teacher training seminars and workshops

**Resources**

* Contribute to the development of resources to meet the changing needs of students/ clients