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**Director of Studies**

**Contract:** Full-time, permanent (three month probationary period)

**Start Date:** 3 April 2017

**Salary:** on application

The Director of Studies is responsible for all aspects of the academic management of the school. Responsibilities are as follows:

* Recruitment and management of teaching staff
* Academic administration
* Student welfare and academic support
* Teaching as agreed with the Director

1. Recruitment of teaching staff, following up references, ensuring all recruitment documents are up to date including DBS
2. Organise and manage testing, placement and induction of students and ensure certificates are correctly completed for each group
3. Manage the Teaching Dept - book teachers and arrange teaching cover when staff sick.
4. Ensure that the resources are continually updated
5. Book examiners when required
6. Support and guide other members of the Academic Management Team and teachers through lesson observations, feedback and workshops
7. Establish a positive working environment with the teaching staff
8. Liaise with the foreign group leaders/teachers on all teaching matters
9. Allocate rooms and, if required book additional accommodation
10. Ensure that all payment information is passed to the Bookkeeper for Wages
11. Liaise with the Manager of Overseas Courses with regard to the academic content of the Resource Materials
12. If required, travel to International Trade Fairs and assist on the stand
13. Oversee the integration and residential courses run by the school
14. Take the lead with regard to the preparations for the British Council Inspection
15. Liaise with the Safeguarding Team where necessary
16. Liaise with the Director of the School with regard to matters concerning the building

**Additional Tasks**

Assist with the Management On Call on a rota basis. Usually for one week in every five. Less is required during the low season. Additional payment.

Undertake other tasks as from time to time deemed necessary by the Director.

**Hours of work:** 08 30 – 17 00 with additional hours as required by the needs of the job.