**Director of Studies**

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level
* DELTA qualified
* Experience working in a busy school
* Minimum 3 years teaching experience
* Administrative skills
 | * Demonstrable experience in working in a Language School, supervising other staff
* Knowledge of Safeguarding and Welfare
* Experience working with young learners
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| **Skills, knowledge and understanding** | * Resource writing
* Excellent written and oral communication skills
* Excellent time management skills
* High level of competency in IT, particularly Word, Excel and Outlook
* Valid driving licence
 | * Knowledge of database systems
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| **Personal attributes** | * Ability to work well and remain calm under pressure
* Ability to be flexible and adapt to changing needs
* Organised and methodical
* Ability to work as part of a team with a shared goal
* Ability to exercise judgement in making decisions (following established procedures) or referring to others.
* Excellent level of accuracy and attention to detail
* Smart, professional appearance
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