**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 |
| **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 |
| **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 |  |