**Assistant Director of Studies**

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

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

**Start Date:** Immediate

**Salary:** On application

As part of a small, busy team the post holder will support the Director of Studies in all aspects of the academic management of the school working to deliver a varied and appealing education programme to international students aged 11-18. Alongside the administrative duties of the role, the Assistant Director of Studies will also teach as required. The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

 Responsibilities are as follows:

 **Teach as required, including cover teaching where necessary.**

**Recruitment and management of teaching staff for Residential and Homestay Courses**

* Assist in the recruitment of teaching staff; follow up references, ensuring all recruitment documents are up to date including DBS, supporting the induction process
* Support and guide other members of the Academic Team and all teachers through lesson observations, feedback, workshops and generally assist in the provision of CPD
* Collaborate with the Director of Studies to maintain a positive working environment with the teaching staff
* Work with relevant staff to ensure all academic staff are trained appropriately to work with under 18s
* Liaise with staff, Academic Team, teachers and Group Leaders to ensure policies and procedures are adhered to

**Academic administration for Residential and Homestay Courses**

* Assist in the organisation and management of testing, placement and induction of students and ensure certificates are correctly completed for each group
* Assist in the general administration of the department
* Liaise with the foreign group leaders/teachers on teaching matters, where appropriate
* Work with the Director of Studies to ensure that the resources, curriculum and courses are continually updated
* Collaborate with the Director of Studies to consider new avenues of interest for the school

**Administration and other roles**

* Support the Director of Studies in maintaining the standards necessary to retain British Council Accreditation and prepare for the related inspections
* Undertake Safeguarding Training (if needed) in order to be part of the Safeguarding Team
* Undertake appropriate training (if needed) in order to assist in maintaining the Health and Safety standards at the school
* Be responsible for ensuring that the Health & Safety Policy is implemented.
* Undertake standard On Call duties on a rota basis (additional payment is made for this role)
* Undertake other tasks as from time to time deemed necessary by the Director.