**Assistant Director of Studies**

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level
* DELTA qualified or equivalent
* Experience working in a busy EFL school
* Minimum 3 years teaching experience
* Demonstrable experience in a comparable professional role
 | * Experience and understanding of Safeguarding and Welfare issues
* Experience working with young learners aged 10-18
* First Aider
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| **Skills, knowledge and understanding** | * Excellent Administrative skills
* Excellent written and oral communication skills
* Excellent time and people management
* Ability to manage staff in a supportive and effective manner
* Experience of course development
* High level of competency in IT, particularly Word, Excel and Outlook
* Valid driving licence
 | * Knowledge of database systems
* Experience or involvement in CPD
* Knowledge and experience of using Microsoft Publisher, or other publishing software
* Experience of British Council inspections
* Knowledge of health and safety issues
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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 well independently without close supervision, 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
* Willingness to work as part of a small team
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The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.