



STONYHURST

Language School & Tennis Academy

Job Description

Job Title: Language School Deputy Director of Studies
Department: Stonyhurst Language School
Line Manager: Director of Studies

As Deputy Director of Studies (DDoS) you will assist the Director of Studies in the delivery of the academic programme. You will teach half of a teaching schedule, and when not teaching, support the teaching team with practical help, and during lessons work on curriculum development as directed by the Director of Studies to further develop the change in curriculum, which was implemented in the summer of 2019.

Key Tasks and Responsibilities:

Academic Duties:

1. To prepare, plan and teach English lessons to a high standard, based on the Stonyhurst syllabus and schemes of work.
2. Follow the framework syllabus with the focus on language skills and interactive language use.
3. To complete and keep up to date the administrative paperwork as necessary (end of course reports, classroom registers, marking, class records of work).
4. To maintain classroom discipline, keep classrooms safe and tidy, display students work, maintain personal and student punctuality and begin and end lessons according to the timetable.
5. To participate in the appraisal scheme, be observed by a member of the SMT, and engage in subsequent discussions.
6. Attend staff meetings: daily at 08:30 and after the final class of the day - for briefing and discussion of academic and welfare matters and one in-house teachers' meeting/training session per week.
7. Assist with the delivery of inset sessions.
8. Monitor the performance of students at all times.

Management Duties:

1. To support the Director of Studies in delivering the Academic Programme as described in the teachers' handbook.
2. To assist the Director of Studies with the delivery of the teachers' induction.
3. To assist the Director of Studies with the placement of students in appropriate classes.
4. To assist the Director of Studies in ensuring that the academic paperwork is up to date and of a satisfactory standard. This involves:
 - a. Checking that teachers have returned their registers at the end of each day
 - b. Checking that weekly plans are completed with a satisfactory level of detail and checking to see that the topics planned are meaningful, relevant and have a clear linguistic goal
 - c. Checking that records of work are kept up to date on a daily basis
5. Assisting teachers with preparing their lesson plans for formal observations.

6. Carry out formal observations for returning teachers
7. To provide help and assistance to teachers in the preparation and delivery of lessons.
8. To check that teachers are creating appropriate lessons and adding them to the digital and physical Stonyhurst Language School database of lesson materials.
9. Provide teaching cover when needed in the event of the absence or illness of teachers.
10. To cover for the Director of Studies in the event of his/her absence.
11. To assist with the ongoing curriculum development and the generation of materials and resources. At least one hour per working day should be spent on this, apart from in exceptional circumstances, e.g. covering extra classes, preparing for an inspection or covering for the DoS. This work will be monitored and assigned by the Director of Studies.
12. To provide individual lessons in special circumstances, e.g. a student of an exceptionally low or high level, a student with learning or behavioural difficulties, or for a student who has fallen behind the class.
13. To participate in the appraisal scheme, be observed by a member of the management team, and engage in subsequent discussions.
14. To prepare and deliver one inset session during the 4 weeks.
15. To sit in on disciplinary issues involving students or teachers, if needed and if appropriate.
16. To attend the end of course wrap up meeting which takes place the day after the final students depart.

Social Programme Duties:

1. Attend the talent show, which takes place in the second week of each course.

Welfare Responsibilities:

All staff must have an overriding responsibility for the students' welfare and safety at all times during the course including times outside the normal duty rota.

1. To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the Staff Handbook.
2. To have read and passed Level 1 of the Lancashire Safeguarding Children Board E Learning Course before the course commences (proof of certificate will be required).
3. To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook.
4. To be diligent in carrying out supervisory duties according to the guidelines in the Staff Handbook.
5. To carry out a minimum of 2 overnight duties during the 2 week course.
6. To wear the ID's and Language School clothing when on duty.

General Duties:

1. To participate in the full-day Induction programme prior to the opening of the School.
2. To be a member of the airport transfer/school reception teams.

Person Specification

Essential:

- To be committed to the safeguarding and welfare of children and young people
- To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals set out in the Mission Statement
- To have experience of working in a similar environment and/or role
- To enjoy working with young people

- To have excellent organisational skills
- To have good time management skills and be able to prioritise tasks
- To have good communication skills, written and verbal
- To be able to build positive professional relationships with colleagues
- To have the ability to be a team player but also be able to use own initiative when necessary
- To be discreet, tactful, approachable and diplomatic
- To be flexible and adaptable to the operational needs of the Language School
- To be a TEFLQ qualified teacher, or in the process of becoming a TEFLQ qualified teacher