

Job Title: Summer School Director of Studies (DoS)

Line Manager: Summer School Programme Director

Pay Rate: £800 per week
(plus accrued holiday pay)
(all food and boarding included)

Dates: Fixed Term Contract
July 1st - July 5th (remote or on-site)
July 5th - August 4th (on-site)
(includes pre-course induction)

Location: Residential (on-site at Culford School)



Culford Summer School:

Culford is a boarding and day school for over 850 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

2024 marks the start of Culford's Summer School programme, an exciting and dynamic language and multi-activity course for teenagers aged 12-17. The programme consists of two 2 week courses, where students learn English, take advantage of Culford's impressive sports and classroom facilities, and make lifelong friendships with other students from all around the globe. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy an evening social programme. Throughout the 2 week course, they take part in 5 culturally enriching excursions to destinations near Culford.

We are looking for passionate educators to help give our students an unforgettable summer filled with positive memories and the urge to return again in 2025.

Job Description:

The Director of Studies is responsible for the oversight of the academic programme and the English lessons, ensuring all of our students are in a class that engages them and addresses their learning needs. The DoS is responsible for line-managing teachers, supporting them in their lesson planning, and ultimately ensuring all of the lessons are of the highest-quality. They will be responsible for the testing of students when they arrive, and the sorting of those students into appropriate classes.

Aside from the academic programme, the Director of Studies also plays a key part in the delivery of the summer programme, seconding for the Programme Director on their days off, and dealing with student issues as they emerge. They will ensure the summer programme is enriching, engaging, and that students are able to improve their English as much as possible. The DoS will support the Programme Director in all aspects of summer school management.

They will also be responsible for helping to develop schemes of work, either remotely or in person, before the summer school launches. They should therefore be available to work from July 1st onwards.

Key Duties:

- Organise and carry out placement testing for all students on the first Monday of each

course.

- Allocating each student to a class suitable to their language journey based on their English level, age and nationality.
- Be prepared to teach any level in the instance of staff illness.
- Directly line manage the academic team, and provide support, guidance, and feedback to all teachers, regardless of experience level.
- Coordinate with the Programme Director to ensure the highest level of quality in the academic programme.
- Coordinate with the Activities Coordinator to ensure students are getting the best English learning opportunities throughout the entire programme.
- Check paperwork such as registers, record of work done, and address any issues before they become problems.
- Liaise with group leaders and other stakeholders to ensure students are getting the best from their summer school experience.
- Provide professional and personal development to the teaching team, including through observations and workshops.

Additional Duties to include:

- Communicate frequently with and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained.
- Ensure all administrative tasks and paperwork are completed accurately and efficiently.
- Safeguard students' wellbeing, by reporting any and all incidents, and being available to solve students' problems.
- Enforce the student Code of Conduct and tackling behavioural issues.
- Check all end of course reports to ensure they are balanced, positive, and written to a professional standard.
- Check all certificates and other relevant awards, documents, or paperwork before the end of course presentation evening.
- Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment.
- Interact with students, staff, agents, and group leaders with courtesy, professionalism, and respect at all times.
- Uphold the high reputation of Culford throughout all interactions
- Work in line with all policies and procedures.

Working Hours:

All management staff are expected to work as the role requires, with one day off a week, and a balanced approach to duties. The DoS must be flexible in making sure all of their work is completed and they are able to address situations as they arise. They must be proactive in solving problems effectively and will be on call each morning during the delivery of the English lessons, with a more flexible schedule during the delivery of the activity programme.

Due to the nature of the summer programme, it is not possible to take holiday time during the course of the short term employment. Instead all holiday time accrued will be given as an additional payment at the end of your contract. Holiday requests may be given in exceptional circumstances where it has been agreed upon before the role commences.

Person Specification:

Criteria	Essential	Desirable
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Enthusiastic, passionate and able to encourage students to get involved in all aspects of the course ● Keen understanding of different cultures, and able to promote cross-cultural interactions ● Excellent at problem solving and thinking on their feet ● Dynamic and flexible, and willingness to take part in all aspects of the summer programme ● Enjoys working with children and teenagers ● Punctual, professional, and able to act as a good role model ● Communicative, with a balanced approach to criticism ● Able to motivate and lead a team of people effectively ● Able to make quick decisions, rationally and proportionately 	
<p>Professional Qualities</p>	<ul style="list-style-type: none"> ● Very well organised, with an ability to inspire and support others ● Confident enough to address large groups of students, clearly and coherently ● Good administration skills ● Able to manage their time and the time of others effectively ● Basic understanding of MS Office or Google equivalent software ● Work well within a small management team ● Professional attitude and approach to leading others 	<ul style="list-style-type: none"> ● Excellent aptitude for computer-based administration tasks and digital learning
<p>Qualifications</p>	<ul style="list-style-type: none"> ● Bachelor's degree or higher (or equivalent) ● TEFL-Q qualified or higher (DELTA, DipTESOL, MA TEFL/TESOL or equivalent) 	<ul style="list-style-type: none"> ● First Aid qualification ● Safeguarding qualifications
<p>Previous Experience</p>	<ul style="list-style-type: none"> ● Previous experience in teaching English as a foreign or second language ● Previous experience working with international students ● Previous experience working in a residential summer school ● Previous experience working with 	<ul style="list-style-type: none"> ● Previous experience in academic management ● Previous experience in managing teams of people ● Previous experience creating schemes of work or curricula

	<p>young learners and teenagers</p> <ul style="list-style-type: none">● Previous experience supporting others in a teaching environment	
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