



DIRECTOR OF STUDIES

Immediate start

Competitive salary

Responsibilities include:

Teacher recruitment:

1. Planning, advertising and interviewing teachers in order to fully meet the demands of the school timetable.
2. Ensuring the quality of teaching and instruction meets with the school ethos of 'Academic Excellence' at all times.
3. To maintain the standards of the academic area at all times.
4. Ensuring that students' satisfaction with the academic programme exceeds high expectations.
5. Dealing with student complaints on academic matters as directed by the Principal.
6. Representing the school to the British Council as directed by the Principal.
7. Ensuring academic enquiries are dealt with appropriately.
8. Timetabling: both group and one-to-one classes.
9. Timetabling: to consult with the Principal regarding any significant changes to the timetable and/or teachers' hours.
10. Timetabling: to produce accurate registers for each lesson.
11. To keep the Principal informed of any issues affecting the smooth running and/or reputation of the school.
12. To maintain a respectful relationship with everybody, including colleagues, clients, agencies and persons requiring the services of the school.
13. To hold regular staff meetings and ensure staff attendance.
14. To ensure all staff maintain current academic policies and practices put into place by the Principal and to conduct regular checks.
15. Understand the need to keep sensitive information confidential.
16. Demonstrate confidentiality.
17. To maintain accurate files and records.
18. To cover classes when no other teachers are available.
19. To refer all commercial decisions to the Principal for consideration.

COURSE DEVELOPMENT - Responsibility for:

20. To develop and improve the academic provision of the school.
21. To write course descriptions.
22. To design syllabi for new and existing courses.
23. To develop new courses.
24. Ensuring staffing for new and existing courses is adequate.
25. Ensuring materials for new and existing courses are adequate.

TEACHER DEVELOPMENT - Overall responsibility for:

26. Design and implementation of the Continuing Professional Development (CPD) programme for teachers.
27. Induction of new teachers.
28. Advice and support on teaching matters as required.
29. Keeping accurate records of teachers' absences.
30. To ensure that the teachers complete all the necessary administration pertaining to lessons, registers and timesheets for example.



31. Observations: to routinely undertake a programme of quality focused and developmental focused observations, with the support of the ADoS.
 32. Selecting & ordering journals and methodology books.
 33. Receiving and acting on regular feedback from teachers and students.
 34. Giving teachers advice and guidance on internal and external training opportunities, workshops and seminars.
 35. Ensuring that teachers are informed of recent developments in EFL.
- Other skills and attributes:**
36. To maintain a positive approach to the school, its courses and student body at all times.
 37. To represent and promote the school favourably at every opportunity.
 38. To constantly be aware of improving standards and adapt to them where possible.