

**Job Description & Specification – Bloomsbury International**

Job title:	Assistant Director of Studies
Reports to:	Director of Studies
Responsible for:	Teachers, senior teachers
Job Purpose:	The Assistant Director of Studies is responsible in assisting & supporting the Director of Studies in the implementation and administration of all aspects of the academic programme, including student progress, teaching and learning materials and resources, new course/programme development, the management of the teaching team and their performance.

Specification – Criteria	Essential	Desirable
Degree or Higher qualification or equivalent	Yes	
Experience in Academic Management	Yes	
DELTA or equivalent	Yes	
Proven ability to manage a team of teachers effectively		Yes
Knowledge of and being able to implement an effective curriculum and syllabus	Yes	
IT & Numeracy skills to be able to use a range of computer software packages	Yes	
Knowledge of visa & immigration regulations		Yes
Experience with inspection from accredited bodies e.g. ISI & BC		Yes
Proven ability to organise and manage own work productively	Yes	
Proven administrative and record keeping skills	Yes	

Job Description – Key areas of responsibility

Assisting with student intake, placement and class changes
 Advising prospective and current students on their academic programme, external learning opportunities, and post-course possibilities
 Monitoring student feedback through questionnaires feedback from class teachers, etc.
 Developing, updating and supervising Student Resource Centre.
 Assist Director of Studies with the recruitment of teachers & induction of teachers
 Ensuring teachers' records of work i.e. weekly work plans etc. are up to date and comply with policy and procedures in place
 Teaching when required
 Regular Health & safety checks and compliance with H & S regulations
 Assisting with the observation of teachers and giving feedback
 Keeping stock of and updating resources and materials for teachers
 Assist with timetabling
 Organising and overseeing the social programme
 Keeping up to date media screens, school noticeboards and classroom boards
 Assisting with the development and implementation of school syllabi for adults & Young Learners

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organisation.