

**Job Description & Specification – Bloomsbury International**

<b>Job title:</b>	<b>Director of Studies</b>
<b>Reports to:</b>	Managing Director
<b>Responsible for:</b>	Teachers, senior teachers, new starters, interim ancillary teaching staff, Academic Support
<b>Job Purpose:</b>	To inspire, motivate and support the academic team. Keep up to date with the fast-changing world of ELT and develop the team. Create a positive, friendly atmosphere of trust and inspiration. To act as a buffer between teachers and students and a bridge to senior management.

Specification – Criteria	Essential	Desirable
Diploma of Higher Education or equivalent	Yes	
Experience in Academic Management	Yes	
DELTA or equivalent	Yes	
Proven ability to manage a team of teachers effectively	Yes	
Proven ability to liaise/negotiate effectively between interested parties (teachers-A-DoS- DoS- Centre Manager )	Yes	
Thorough academic knowledge of and proven ability to implement and develop an effective curriculum and syllabus	Yes	
Successful experience of working as part of a team in an academic departmental setting	Yes	
Excellent verbal and written communication skills	Yes	
IT & Numeracy skills to be able to use a range of computer software packages	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	
Good knowledge of and relevant experience with distance learning technologies		Yes
Good knowledge and relevant experience of the development and maintenance of online learning programmes		Yes
Awareness /experience of the issues related to developing accessible and inclusive learning resources for students with disabilities	Yes	
Successful experience of liaising with and supporting Academic staff in the delivery of online programmes		Yes
Proven ability to co-ordinate and develop teaching resources in order to create and sustain a high level of the delivery of the syllabus	Yes	
The ability to lead teaching staff and encouraging teachers under pressure effectively	Yes	
Experience of working in a fast paced and high pressured environment	Yes	
A responsible approach to working with children and young people	Yes	
Excellent organisational skills & timekeeping	Yes	
The ability to build good working relationships	Yes	
Problem solving skills	Yes	
Patient & unflappable demeanour	Yes	
Wide knowledge of lesson ideas and teaching skills	Yes	



## Job Description – Key areas of responsibility

- ✓ Planning, advertising and interviewing teachers in order to fully meet the demands of the school timetable.
- ✓ Ensuring the quality of teaching and instruction meets with the school ethos of 'Academic Excellence' at all times.
- ✓ To maintain the standards of the academic area at all times.  
Ensuring that students' satisfaction with the academic programme exceeds high expectations.
- ✓ Dealing with student complaints on academic matters as directed.
- ✓ Representing the school to the British Council as directed by the Principal.
- ✓ Ensuring academic enquiries are dealt with appropriately and in a timely manner.
- ✓ Timetabling: both group and one-to-one classes.
- ✓ Timetabling: to consult with the Principal regarding any significant changes to the timetable and/or teachers' hours.
- ✓ Timetabling: to produce accurate registers for each lesson.
- ✓ To keep the Principal informed of any issues affecting the smooth running and/or reputation of the school.
- ✓ To maintain a respectful relationship with everybody, including colleagues, clients, agencies and persons requiring the services of the school.
- ✓ To hold regular staff meetings and ensure staff attendance.
- ✓ To ensure all staff adhere to current academic policies and best practices.
- ✓ Understand the need to keep sensitive information confidential.
- ✓ Demonstrate confidentiality and discretion.
- ✓ To maintain accurate files and record.
- ✓ To cover classes when no other teachers are available.
- ✓ To refer all commercial decisions to the principal for consideration.
- ✓ Keeping accurate records of teachers' absences.
- ✓ To ensure that teachers maintain accurate records, safe and secure classrooms.
- ✓ To ensure that the teachers complete all the necessary administration pertaining to lessons, registers and timesheets for example.
- ✓ To communicate effectively with the registrars ensuring they receive accurate and timely information.
- ✓ Course development:
  - ✓ To develop and improve the academic provision of the school.
  - ✓ To write course descriptions following the CEFR
  - ✓ To design syllabi for new and existing courses.
  - ✓ To develop new courses.
  - ✓ To ensure staffing for new and existing courses is adequate.
- ✓ Teacher development:
  - ✓ Design and implementation of the continuing professional development (CPD)
  - ✓ Induction of new teachers.
  - ✓ Advice and support on teaching matters as required.
  - ✓ To routinely undertake a programme of quality focused and developmental focused observations.
- ✓ Ordering and maintaining records of essential stock items.
- ✓ Obtaining and acting on feedback from students and teachers.



- ✓ Giving teachers advice and guidance on internal and external training opportunities, workshops and seminars.
- ✓ Ensuring that teachers are informed of recent developments in EFL.
- ✓ Other skills and attributes:
- ✓ To maintain a positive approach to the school, its courses and students body at all times.
- ✓ To represent and promote the school favourably at every opportunity.
- ✓ To strive to improve standards.
- ✓ To maintain excellent working relations with all staff.
- ✓ To assist other staff members during busy periods.

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.