

BABSSCo Summer Schools

Job Description & Person Specification | Assistant Director of Studies

Job Description

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| Job title | Assistant Director of Studies (ADOS), Harrow Summer School |
| Reporting to | Director of Studies (ultimately Academic Principal) |
| Background to role | Harrow School is the founding member of the British Association of Boarding School Short Courses (BABSSCo), which hosts and runs English as a Foreign Language (EFL) courses at four major independent schools in and around London: Dulwich College, Harrow School, Heathfield School & Mill Hill School. Harrow School and Mill Hill School are operated directly by Harrow School Enterprises Ltd (HSEL). |

Harrow Summer School is our teenage centre which caters for over 300 students aged 13-17, and Mill Hill Summer School is our junior centre which hosts just under 100 students aged 9-13. Each summer we welcome students from over 45 different countries, all of whom come on residential courses and live in the School's Boarding Houses for the duration of their stay. As well as running mixed-nationality courses, we also arrange closed courses for large groups of students from a single nationality.

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| Primary role | The Assistant Director of Studies (ADOS) is responsible for helping the Director of Studies (DOS) to supervise and support the team of EFL teachers and ensure the smooth running of the academic aspect of all English Language Courses run for international and single nationality groups of students aged 13-17. The DOS and ADOS are assisted by an EFL Administrator, a Senior Teacher and for each group of teachers allocated to a particular course of students, a Lead Teacher. The ADOS assists the DOS in running the EFL department and is responsible for conducting lesson observations and providing developmental guidance on teaching. All non-academic matters are overseen by the Activities Director, who is responsible for the delivery of the course schedule and for student welfare. |
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The management structure is detailed below and highlights the position of this role:

Academic Principal > Director of Studies > **Assistant Director of Studies**

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| Principal duties | The ADOS assists the DOS in running the academic aspect of the summer school. The points below cover the key operational areas of responsibility: |
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- Become familiar with BABSSCo policy by reading the Managerial and Employment Handbooks and attending an induction session. Comply with BABSSCo policy and Code of Conduct
- Complete pre-course administrative requirements (DBS and equivalent checks, returning contract pack etc.) accurately and on time
- Consult with the Academic Principal on key academic matters before the start of summer school including input on the preparation of a DOS team rota
- When on site, behave in a manner that is expected of someone in care of minors at all times, even when off duty
- Maintain a high standard of personal presentation and adhere to a 'smart-casual' dress code
- Contribute to the safeguarding of all students and deal sensitively and professionally with any student welfare issues

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- Assist the DOS as required and deputise for the DOS in his or her absence, ensuring the academic aspect of the summer school runs smoothly and that overall quality of the teaching provision is high
- Provide support to the teaching team, which may include up to 25 teachers working at any given point in the summer
- Liaise on a regular basis with managerial and BABSSCo Head Office (HSEL) staff. Use email communication groups and attend regular timetabled meetings to ensure clear communication between key staff
- Plan and deliver informative and effective teacher induction sessions in conjunction with the Academic Principal, DOS, EFL Administrator, Senior Teacher and Lead Teachers
- Assist the DOS in the organisation of smooth and efficient placement testing. Assist in the accurate and efficient preparation of student course lists, input of student test data and the prompt completion of class allocations
- Draw up an observation timetable based on teaching schedules and information in the DOS rota, ensuring all teachers are observed and observations for new teachers are prioritised. Inform teachers of their observations at least 3 days beforehand
- Conduct lesson observations for all teachers and record detailed written feedback about the teaching and learning observed. Conduct sensitive and constructive verbal feedback sessions and arrange follow-up support if required
- Deliver training workshops as part of the teacher development programme
- Provide ad-hoc developmental training and support as required
- Assist the DOS with performance management of EFL staff where necessary
- Assist the DOS in implementing the staff disciplinary system where necessary
- Implement the student disciplinary procedure fairly and effectively, liaising with the Pastoral Manager and Activities Director to maintain student discipline. Ensure incident forms are completed promptly and passed to the Pastoral Manager for filing. Inform the Pastoral Manager and relevant Pastoral Information Group promptly if students are issued with warnings by the EFL department
- Inspect records of work on a weekly basis, and record a brief assessment of these records. Give individual feedback to teachers where necessary
- Assist in the maintenance of a well-organised managerial computer drive and oversee the maintenance of a well-organised tutor drive
- Assist in arranging the production and transfer of handover notes between teachers
- Assist in the production of student workbooks. In conjunction with the DOS, check students workbooks and folders to ensure they contain clear evidence of learning. Select a class to win a prize for the best workbooks
- Submit feedback and suggestions for improvement to the DOS for inclusion in their course report

Areas of operational responsibility shared with DOS & EFL Administrator:

- Attend pre-contract and mid-contract review meetings and an exit interview; raise any areas of concern and share feedback in a constructive manner
- Staff the Resource Room on a shift system from 0830 to 1700 daily and additionally to cover teaching sessions outside these hours. Arrive punctually for shifts and arrange lunch breaks ensuring the Resource Room is always manned
- Deal sympathetically and effectively with student and teacher problems that arise during lessons, such as illness and disciplinary issues
- Contribute to the creation of a positive and supportive working environment
- Maintain an organised, uncluttered and welcoming environment in the Resource Room and ensure teachers assist in the maintenance of this environment
- Prepare teaching blocks for use and ensure that after use school buildings and equipment are left in the same condition as found. Report any damage to school property to the Course Office immediately
- Unpack teaching resources at the start of summer; pack up and label resources at the end of summer
- Ensure the availability of refreshments for staff breaks
- Collect merit slips from students on lesson break times and converse with them about why

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they were awarded their merit

- Carry out accurate student attendance checks and contact the Course Office with the details of any absent students within the first fifteen minutes of the start of the teaching session. Complete a central record of student lateness
- Play host to any agents, parents or accompanying staff who visit the Resource Room and answer any questions they may have about the teaching programme
- Assist teachers with any requests for information or help, referring them to the appropriate staff member or section of the handbook if necessary
- Substitute for teaching staff as and when necessary. When doing so, deliver effective, enjoyable and dynamic lessons that develop students' speaking, listening and pronunciation skills, focus on functional language, and are appropriate to student needs
- Staff EFL social events, encouraging teacher participation and ensuring teachers who are new to BABSSCo are made to feel particularly welcome

Person Specification

| | Essential | Desirable |
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| Education | | |
| Educated to degree level | X | |
| Experience | | |
| At least 3 years' experience in ELT | X | |
| Previous experience of conducting lesson observations and delivering feedback | X | |
| Previous experience in a position with managerial or training responsibility | | X |
| Experience of working with 13-17 year olds | X | |
| Experience of summer schools or short courses | | X |
| Qualifications | | |
| CELTA, TESOL or equivalent | X | |
| At least one of the following: | X | |
| - DELTA, Trinity Diploma or equivalent | | |
| - MA in TEFL | | |
| - PGCE Secondary | | |
| Skills & Personal Qualities | | |
| Provides a clear and accurate model of the English language. | X | |
| Has leadership ability. | X | |
| Thinks and works calmly and politely under pressure. | X | |
| Has excellent communication skills, including the ability to give frank feedback in a sensitive manner. | X | |
| Has an excellent understanding of the pedagogy underlying classroom practice. | X | |
| Can provide guidance and encouragement to teachers on all academic matters, including the teaching of speaking, listening and pronunciation. | X | |
| Handles discipline effectively and deals firmly but sensitively with young learners. | X | |
| Has excellent administrative skills, with meticulous attention to detail and can adhere to deadlines. | X | |
| Has a good working knowledge of Microsoft Word, PowerPoint and Excel, including the ability to read and produce spreadsheets. | X | |
| Produces professional letters and documents in exemplary written English. | X | |
| Handles confidential information appropriately. | X | |
| Is hardworking, with high stamina. | X | |

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| Is punctual, reliable and flexible. | X |
| Has initiative and common sense. | X |
| Is culturally sensitive. | X |
| Works well as part of a team. | X |
| Responds positively to managerial feedback. | X |
| Maintains a high standard of personal presentation. | X |

Terms & Conditions

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| Contract duration | Contracts are awarded for durations of between 2 and 7 weeks across the summer |
| Hours of work | A great deal of flexibility is required from all our employees. A rota is drawn up shortly before the summer period and is subject to change, but an average working week of 55 hours would be an approximate guideline. The EFL Office is open from 0830 to 1700 (or 2130 when there are evening classes) and the rota system ensures that it is manned at all times |
| Salary | The Harrow Assistant Director of Studies pay band starts at £105.89 per day increasing to a maximum of £123.39 (£741.23 to £863.73 per week). Staff move up grades based on annual performance and appraisal results. Starting grades within the band are awarded based on experience and qualifications relevant to the job, however, nearly all new staff start on the basic rate of pay |
| Holidays | Staff paid daily are paid 1 day's leave per 7 day working week in lieu of holiday. Staff work 6 days per 7 day working week |
| Probationary period | One Week |
| Notice period | One Week |
| Other benefits | <ul style="list-style-type: none"> • Accommodation on site if required. Staff are accommodated in Boarding Houses normally also occupied by students, but with private staff-only bathroom facilities. Although there are dedicated pastoral staff in each house, all residential staff have a duty of care to any students in their Boarding House. • Breakfast, lunch & supper each day • Laundry (commercial laundry, once per week) • Subsidised use of Sports Facilities at Harrow School |
| Terms & Conditions | <p>This position is subject to completion of the following pre-employment checks:</p> <ul style="list-style-type: none"> • Satisfactory explanation of all gaps in education and employment history. • A satisfactory Enhanced Disclosure and Barring Service (DBS) check if you have spent more than 90 days in the UK at one time • If you have worked or been resident overseas in the previous three years, equivalent overseas police checks from those countries • Verification of identity and right to work in the UK • Verification of qualifications and professional status • A check from the list held under Section 142 of the Education Act 2002 (Barred List Service check) • Receipt of at least two references which are satisfactory to HSEL, one of which will normally be from your most recent employer unless this employer was BABSSCo. Written references will be verified by telephone. References produced by candidates will not be accepted. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18 • A clear Teacher Reference Number Check (TRN) in the case that you have Qualified Teacher Status (QTS) |

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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or BABSSCo's Designated Safeguarding Officer.

The above list is not exclusive or exhaustive and the post holder may be required to undertake other duties within their capability. All staff are required to be co-operative and flexible.

Harrow School is an equal opportunities employer.