

BABSSCo Summer Schools

Job Description & Person Specification | Assistant Director of Studies

Job Description

Job title Assistant Director of Studies (ADOS), Mill Hill 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.

Primary role The Assistant Director of Studies is responsible for helping the Director of Studies to supervise and support a 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 9-13. The Assistant Director of Studies is an EFL Teacher who is contracted on key dates (set up, testing and pack up) to assist with academic administration. This job description should therefore be read in conjunction with that for an EFL Teacher. All non-academic matters are overseen by the Centre Director, who is ultimately responsible for the running of the centre.

The management structure is detailed below and highlights the position of this role:

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

Principal duties The ADOS is required to assist the DOS in running the academic aspect of the summer school. The points below cover the key operational areas of responsibility:

- 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 summer 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
- 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
- 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 Programmes Assistant in the Course Office immediately
- Unpack teaching resources at the start of summer; pack up and label resources at the end of summer
- Assist the DOS in organising placement testing to run smoothly and efficiently. Assist in the accurate and efficient preparation of student course lists and input of student test data
- Assist in the efficient allocation of students into classes, balancing student nationality, age and gender where possible
- Copy any completed student needs analysis statements from placement tests and distribute to the appropriate class teacher before the first lesson
- Supply teachers with a copy of the teaching syllabus at the appropriate level before their first lesson
- Assist in the organisation of 'Serious Fun' teaching sessions, ensuring each sessions contains a range of fun and linguistically challenging activities, and transitions between activities run smoothly
- Contribute to the creation of a positive and supportive working environment
- Establish an organised, uncluttered and welcoming environment in the Resource Room and assist the DOS in the maintenance of this environment
- Ensure teaching resources in the Resource Room are well-organised and clearly visible, and raise teacher awareness of the range of available resources
- Assist the DOS in completing an initial and final stocktake accurately and efficiently. Report and investigate any discrepancies in stock levels
- Assist teachers with any requests for information or help, referring them to the appropriate staff member or section of the handbook if necessary
- Act as a point of communication between teachers and the DOS. Refer any concerns about teachers on their course to the DOS to ensure appropriate support can be put in place at the earliest opportunity. This may include concerns about teaching performance, administration, attitude, safeguarding, and how well teachers are adjusting to the environment and fitting in with their colleagues at BABSSCo
- Deliver a training workshop as part of the teacher development programme
- Provide ad-hoc developmental training and support on testing day as required
- Attend EFL social events, encouraging teacher participation and ensuring teachers who are new to BABSSCo are made to feel particularly welcome
- Assist in the maintenance of a well-organised tutor drive
- Attend a pre-contract review meeting and an exit interview; raise any areas of concern and share feedback in a constructive manner
- Submit feedback and suggestions for improvement to the DOS for inclusion in a report

Person Specification

	Essential	Desirable
Education		
Educated to degree level	X	
Experience		
At least 3 years' experience in ELT	X	
Previous experience in a position with managerial or training responsibility		X
Experience of working with 9-13 year olds	X	

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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
 - CELTYL
 - 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
 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 an excellent working knowledge of Microsoft Word, PowerPoint and Excel, including the ability to read and produce spreadsheets. X
 Produces professional memos and documents in exemplary written English. X
 Handles confidential information appropriately. X
 Is hardworking, with high stamina. X
 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

Contract duration	Key dates over the summer: Set up (3.5 days), Testing (3 days), Pack up (2 days)
Hours of work	From 0845 to 1700 on contracted days
Salary	The Mill Hill Assistant Director of Studies pay band starts at £98.39 per day increasing to a maximum of £115.89. 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

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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 Mill Hill School
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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.