

# BABSSCo Summer Schools

## Job Description & Person Specification | Director of Studies, Mill Hill

### Job Description

<b>Job title</b>	Director of Studies (DOS), Mill Hill Summer School
<b>Reporting to</b>	Academic Principal
<b>Background to role</b>	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.

<b>Primary role</b>	The Director of Studies is responsible for supervising and supporting a team of EFL Teachers and ensuring the smooth running of the academic aspect of all English Language Courses run for international and single nationality groups of students aged 9-13. He or she is assisted by an EFL Teacher who is contracted as an Assistant Director of Studies on key dates (set up, testing and pack up). The Director of Studies line manages the teaching staff and is responsible for the overall quality of the teaching provision. All non-academic matters are overseen by the Centre Director, who is ultimately responsible for the running of the centre.
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The management structure is detailed below and highlights the position of this role:

Academic Principal > **Director of Studies**

<b>Principal duties</b>	The points below cover 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 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
- Ensure the academic aspect of the summer school runs smoothly and that overall quality of the teaching provision is high

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- Provide effective and supportive line-management to the Assistant Director of Studies and EFL Teachers. Up to 8 teachers may be 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
- 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
- Plan and deliver informative and effective teacher induction sessions in conjunction with the Academic Principal
- Deliver clear, concise and welcoming speeches to students at their Welcome Addresses covering all points on a prescribed agenda
- Organise placement testing to run smoothly and efficiently, communicating key details at least 24 hours in advance to all staff involved. Oversee the accurate and efficient preparation of student course lists and input of student test data
- Allocate students into classes promptly and efficiently, balancing student nationality, age and gender where possible
- Organise 'Serious Fun' teaching sessions, ensuring each session contains a range of fun and linguistically challenging activities, and transitions between activities run smoothly
- Check and approve of teachers' proposed coursebook/reader and project choices, and make changes to proposals where necessary
- Host short, energising school assemblies before each teaching session
- Staff the Resource Room from 0845 to 1700 daily. When based outside the Resource Room, advertise your whereabouts to staff on duty
- 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
- Communicate clearly with teachers. Maintain a clear and informative noticeboard; oversee the production and distribution of a regular **electronic newsletter** outlining key information; organise and chair staff meetings that are informative and concise
- Maintain an organised, uncluttered and welcoming environment in the Resource Room and ensure teachers assist in the maintenance of this environment. Ensure the availability of refreshments for staff breaks
- Complete an initial and final stocktake accurately and efficiently. Report and investigate any discrepancies in stock levels
- Maintain an up-to-date list of teaching materials available at each level and supply teachers with coursebooks or reader sets of their choosing that are appropriate to the level of their class. Alert the Academic Principal to any predicted shortages of materials a week in advance of new student intakes
- Ensure teaching resources in the Resource Room are well-organised and clearly visible, and raise teacher awareness of the range of available resources
- Monitor stock levels of stationery; reorder supplies as required and maintain organised stationery trays
- 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
- Carry out accurate student attendance checks and contact the Centre Director 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
- 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
- Collect merit slips from students on lesson break times and converse with them about why they were awarded their merit. Keep accurate, up-to-date records of team merit scores and work out the individual merit winner for each course before each Awards Ceremony
- 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.

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- 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
- Conduct weekly buzz observations of all teachers. Distribute written feedback on general trends and discuss particular concerns with individual teachers
- Arrange agent observations and assist teachers in the arrangement of peer observations. Ensure all teachers being observed are informed in advance and are comfortable with the timetabling of the observation
- Deliver training workshops as part of the teacher development programme
- Provide ad-hoc developmental training and support as required
- Performance manage EFL staff where necessary in conjunction with the Academic Principal
- Implement the staff disciplinary system where necessary in conjunction with the Academic Principal, following employment law and providing clear guidance to teachers
- Devise and implement a teacher incentivisation system that boosts morale and motivation
- Represent the EFL department in staff and student forums, responding sympathetically and professionally to points raised
- Implement the student disciplinary procedure fairly and effectively, liaising with the Centre Director to maintain student discipline. Ensure incident forms are completed promptly and the Management and Pastoral Information Group is alerted to warnings issued by the EFL department
- Staff EFL social events, encouraging teacher participation and ensuring teachers who are new to BABSSCo are made to feel particularly welcome
- Oversee the smooth execution of student feedback questionnaires, reminding teachers of the deadlines and procedures and ensuring questionnaires are completed as scheduled
- Process initial student feedback questionnaires promptly, passing a summary of information to the Centre Director and Management and Pastoral Information Group
- Check attendance registers are up-to-date and completed in adequate detail and record the outcome of these checks on a weekly basis
- Inspect records of work on a weekly basis, and record a brief assessment of these records. Give individual feedback to teachers where necessary
- Inspect Learning Overviews thoroughly directly after submission, and record a brief assessment of these overviews. Give individual feedback to teachers and arrange for support with writing and/or amending overviews where necessary
- Assist in the production of student workbooks. Check students workbooks and folders to ensure they contain clear evidence of learning. Select a class to win a prize for the best workbooks
- Maintain well-organised folders for Class Records, Observations and Appraisals.
- Maintain a well-organised managerial computer drive and oversee the maintenance of a well-organised tutor drive
- Arrange for the production and transfer of handover notes between teachers
- Oversee the organisation of project presentation sessions, ensuring they are arranged to induce maximum participation from students. Attend the project presentations and select a winning project based on its potential for developing students linguistic ability
- Check teachers complete student reports to the required standard before specified deadlines
- Organise Awards Ceremonies that run smoothly and efficiently and create a sense of occasion amongst students. Communicate key details at least 24 hours in advance to all staff involved. Ensure no student is awarded multiple prizes. During the ceremony make a clear, concise and celebratory farewell speech to students
- Draw up a timetable for teachers' exit interviews and share with teachers and the Academic Principal well in advance. Prior to the interviews write detailed appraisal feedback based on performance as measured and recorded throughout the teacher's contract. Conduct exit interviews summarising this feedback and respond to any teacher feedback professionally
- Assist with student registrations and deregistrations. At deregistrations, providing parents with feedback on their child's academic performance if required and give a warm farewell to all students.
- Attend pre-contract and mid-contract review meetings and an exit interview; raise any areas of concern and share feedback in a constructive manner
- Submit a detailed course report by the end of August summarising feedback gathered

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throughout the summer and including suggestions for improvements

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Educated to degree level	X	
<b>Experience</b>		
At least 5 years' experience in ELT.	X	
Previous experience in a position with managerial responsibility.	X	
Experience of working with 9-13 year olds.	X	
Experience of summer schools or short courses.		X
<b>Qualifications</b>		
CELTA, TESOL or equivalent.	X	
At least one of the following:	X	
- DELTA, Trinity Diploma or equivalent		
- MA in TEFL		
- PGCE Secondary		
<b>Skills &amp; Personal Qualities</b>		
Provides a clear and accurate model of the English language.	X	
Has strong leadership skills.	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 and to chair meetings concisely.	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	
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	

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### Terms & Conditions

<b>Contract duration</b>	5 weeks
<b>Hours of work</b>	A great deal of flexibility is required from all our employees. An average working week of 50 hours across 6 days would be an approximate guideline. The EFL Office is open from 0845 to 1700
<b>Salary</b>	The Mill Hill Director of Studies pay starts at £125.89 per day and increases to a maximum of £143.39 (£881.23 to £1003.73 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
<b>Holidays</b>	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
<b>Probationary period</b>	One Week
<b>Notice period</b>	One Week
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>- 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</li> <li>- Breakfast, lunch &amp; supper each day</li> <li>- Laundry (commercial laundry, once per week)</li> <li>- Subsidised use of Sports Facilities at Mill Hill School</li> </ul>
<b>Terms &amp; Conditions</b>	<p>This position is subject to completion of the following pre-employment checks:</p> <ul style="list-style-type: none"> <li>- Satisfactory explanation of all gaps in education and employment history</li> <li>- A satisfactory Enhanced Disclosure and Barring Service (DBS) check if you have spent more than 90 days in the UK at one time</li> <li>- If you have worked or been resident overseas in the previous three years, equivalent overseas police checks from those countries</li> <li>- Verification of identity and right to work in the UK</li> <li>- Verification of qualifications and professional status</li> <li>- A check from the list held under Section 142 of the Education Act 2002 (Barred List Service check)</li> <li>- 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</li> <li>- A clear Teacher Reference Number Check (TRN) in the case that you have Qualified Teacher Status (QTS)</li> </ul>

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.**