

BABSSCo Summer Schools

Job Description & Person Specification | EFL Administrator Harrow

Job Description

Job title	EFL Administrator, 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.

Primary role	The EFL Administrator assists with the administration tasks necessary for the running of the EFL department. He or she works alongside the Assistant Director of Studies (ADOS) under the leadership of the Director of Studies (DOS) to help ensure the smooth running of the academic aspect of all English language courses for international and single nationality groups of students aged 13-17. The EFL Administrator assists with collecting and collating the administrative requirements of up to 25 EFL teachers at any given point in the summer, and is responsible for IT support and stock control for the EFL department.
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The management structure is detailed below and highlights the position of this role:

Academic Principal > Director of Studies > **EFL Administrator**

Principal duties	The EFL Administrator is required to assist the DOS and ADOS in completing their day to day administration tasks. The points below cover the key 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 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
- Assist in the delivery of informative and effective teacher induction sessions in conjunction

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with the Academic Principal and DOS team with a focus on the organisation and selection of BABSSCo Resources and policies for their management and use

- Create and update a staff photo board with photos, names and job titles of Activities Staff, Teaching Staff and Managerial Staff contracted for current courses
- Compile a news information sheet emailed to teachers as a reminder of key administrative duties
- Communicate clearly with teachers and members of the DOS team, in particular ensuring instructions from Head Office and the DOS are followed and communicated accurately
- Provide basic IT support to teachers and the DOS team as required, referring ongoing problems to the IT department if necessary
- Complete an initial and final stocktake of teaching resources accurately and efficiently. Report and investigate any discrepancies in stock levels
- Maintain an up-to-date list of course materials available at each level and supply teachers with coursebooks or reader sets of their choice that are appropriate to the level of their class. Refer requests for materials at different levels on to the DOS. Alert the DOS to any predicted shortages of materials at least 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; replenish supplies as required and maintain organised stationery trays
- Monitor stock levels of student prizes and ensure an even distribution of prizes between teachers and courses across the summer. Make recommendations for future prizes based on teacher feedback
- Distribute and collect keys for school buildings and classrooms ensuring all keys are accounted for at all times
- Assist in the accurate and efficient preparation of student course lists and input of student test data
- 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
- 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 and thoroughly, forwarding summarized information to the relevant pastoral group and filing originals in an orderly manner
- Check attendance registers are up-to-date and completed in adequate detail and record the outcome of these checks on a weekly basis
- Organise student groupings for stand-alone classes which are taught to groups of students with an element of choice as to which session each student attends. Collect session names from teachers, organise student sign-up sessions, allocate students to classes that are well-balanced in size, nationality mix and gender, and distribute classlists at least 24 hours before the teaching sessions
- Keep accurate, up-to-date records of team merit scores and work out the individual merit winner for each course before each Awards Ceremony. Create an attractive merit tally poster and update the merits tally on it at least twice a week throughout the summer
- Substitute for other members of the DOS team as and when necessary, including representing the EFL department in pastoral meetings if required
- Organise teachers' social events, including booking and preparing venues, arranging catering within a specified budget, and arranging any entertainment
- Use any downtime to assist in the organisation of 'BABSSCo Suggests' resources on the intranet and the creation of new materials for use at summer school

Areas of operational responsibility shared with DOS & ADOS:

- 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

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- 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 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
Education		
Educated to degree level.	X	
Experience		
At least 12 months' previous EFL teaching experience.	X	
Experience of working with 13-17 year olds.		X
Experience of summer schools or short courses.		X
Experience of working within an office environment.		X
Qualifications		
CELTA, TESOL or equivalent.	X	
DELTA, Trinity Diploma or equivalent.		X
MA in TEFL.		X
CELTYL.		X
PGCE (Secondary or Primary Education).		X
Skills & Personal Qualities		
Has excellent communication skills, including the ability to relay feedback and information accurately.	X	
Can produce professional letters and documents in exemplary written English.	X	
Has excellent IT troubleshooting skills.	X	
Has an excellent working knowledge of Microsoft Word, PowerPoint and Excel, including the ability to manipulate and produce spreadsheets.	X	
Has excellent administrative skills, with meticulous		

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attention to detail and can adhere to deadlines.	X
Has a high standard of personal presentation.	X
Is enthusiastic about working with young learners.	X
Can deal sensitively and professionally with student welfare issues and is culturally sensitive.	X
Can handle confidential information appropriately.	X
Can handle discipline and deal firmly but sensitively with young learners.	X
Works well with others and is a good communicator.	X
Is punctual, reliable, flexible and highly organised.	X
Is hardworking, with high stamina.	X
Works calmly and politely under pressure.	X
Is quick thinking and a quick learner.	X
Responds positively to managerial feedback.	X

Terms & Conditions

Contract duration	7 weeks
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 staffed at all times
Salary	The EFL Administrator pay starts at £65.89 per day and increases to a maximum of £85.89 per day (£461.23 to £601.23 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 days 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

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	<p>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.</p> <ul style="list-style-type: none">- 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.