

Director of Studies

Summer School Vacancy 2019 | Wise Owl English Language Ltd



Wise Owl English

Position type:	residential, fixed-term. (Accommodation and catering provided by employer.)
Location:	Wise Owl English Summer School, Kinlet Hall, Kinlet, Worcestershire, DY12 3AY, UK.
Dates of employment:	12 July – 18 August 2019 (38 days). ¹
Working week:	6 days at school, 1 day-off (24 hrs).
Wage:	£3750 for full course. ²
Application process:	by employment application form only. Please see page 2 for details.

Qualifications and Experience

	Required	Preferred
Qualifications:	DELTA, DELTAM or TrinityDip.	DELTA, DELTAM or TrinityDip, plus: <ul style="list-style-type: none">▪ first aid qualification,▪ child protection training.
Experience:	Three years of teaching EFL.	Recent experience of: <ul style="list-style-type: none">▪ leading a team of EFL teachers,▪ working in boarding schools and/or residential summer schools with children aged 7 to 14.
Language:	C2 language user competence in English.	

Indication of Duties:

- Lead and support a small team of EFL teachers to deliver a challenging, engaging and effective course of English lessons to international students aged 7 to 14.
- Contribute to the creation of stimulating, student-focused and welcoming classroom environments, and to the presentation of the EFL department as a whole.
- Run the development program (observations, feedback, TD sessions and skill sharing).
- Monitor teacher performance and conduct appraisals.
- Review and update schemes of work when required. Maintain stocks of teaching materials and stationery.
- Review and distribute students' weekly academic reports to parents and group organisers.
- Group students into classes based on English tests completed prior to arrival and language learning background.
- When required, perform additional duties in order to meet the school's operational demand. This may include:
 - Teaching a class.
 - Assistance with student changeover on non-teaching days.
 - Campus duties; according to rota (e.g. activities, student free time supervision).
- Prepare for induction, lead induction day and participate in summer school set-up and shut-down.

Person Specification:

- To have full commitment to the ethos and demands of a residential summer school for 7 to 14 year-old children originating from a wide range of cultures and backgrounds.
- To contribute wholeheartedly to making summer school a happy, supportive environment where students and staff feel secure, safe and able to achieve their potential.
- To have an overriding sense of responsibility for the welfare of the children attending summer school. Your priority must always be the wellbeing of the children in your care.
- To be an outstanding role model in all respects.
- To have purpose, energy and integrity in all you do.
- To respond positively to instruction and work cooperatively and collaboratively as part of the staff team.
- To have a flexible and 'can do' approach to work; to be pro-active, self-motivated and enthusiastic throughout summer school.

¹ Extra days for off-site planning and preparation prior to 12 July 2019 may be agreed.

² Comprising of 38 days' basic pay, plus 3 days' holiday pay, at £640.25 per week. Extra days (if any) will be paid pro rata.

Employment Application Process – New Applicants

Application:

- We will review your employment application form (submitted electronically at <https://www.wiseowlenglish.com/en/employment-application>).
- Please note that CVs / blanket job seeking will not be considered.

If you are shortlisted:

- We will arrange an initial interview by telephone or Skype to assess your suitability and aptitude for the role.
- We will take up your references prior to interview date.
- Your current or previous employers will be contacted as part of the pre-appointment checks.

If you are successful:

- We arrange a follow-up interview in person.
- We will need to see originals and take copies of your identity documents and qualification certificates when we meet you.
- We will ask you to check and sign a hard copy of your electronic employment application form.
- Any discrepancies or anomalies in the information provided, or issues arising from references, will be taken up at interview.

If you are offered a position:

- We will arrange for you to complete an enhanced DBS check. If you are registered for DBS Update Service and hold an Enhanced DBS Certificate, we may use the DBS Update Service instead.
- If you have lived and/or worked outside the UK for any period, you will need to provide us with a criminal record check from each country you have lived/worked in, covering the duration of the period you were there.

Upon satisfactory completion of the above:

- We issue your fixed-term employment contract and collect additional information, such as your bank details.

A shorter procedure is followed for returning staff.