

Assistant Director of Studies (ADOS)

Reporting to:

Director of Studies/Centre Director/The Academic Management Team

Responsible for:

Teachers; Students

Working Timetable:

Usually -Six days a week – One day off; Maximum 48 hours per week.

Employment Period:

End of June - Beginning of August

Location:

Galway, Ireland; Edinburgh, Scotland; Carmarthen, Wales; York, Bristol, Worcester, Bath, Reading, London, Dover, UK *See website for further information

Please note that due to the logistics of employment, you may be required to be moved to another centre where extra staff are required. In the event that this occurs, MLA will cover all the travel expenses that may be incurred.

MLA (Move Language Ahead) is an industry leader in providing safe, educational, and cultural programmes to students from around the world. Each year thousands of students travel with MLA as part of our short-term English as a second language (ESL) programs. Along with our proprietary ESL curriculum, we also provide our students with great excursions featuring some of the most popular historical and tourist destinations across the country.

Assistant Director of Studies (ADOS); Job role & principal duties

The post of Assistant Director of Studies is a senior position within Move Language Ahead, and the successful candidate will be a member of the school's management structure. The holder has the key task of supporting, leading and managing the academic life of the centre as well as playing a crucial role in whole-school strategy and development. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Main duties:

- To support the Director of Studies and Academic Management in managing the academic life of the school.
- To promote and develop the academic curriculum and academic life of the School.
- To develop and implement the educational philosophy of the school and to promote a culture of best practice.
- To promote individual departmental initiatives where appropriate.
- To attend any senior management or meetings as required.
- To co-ordinate with other departmental managers to implement the "British Experience".
- To complete all administrative tasks required efficiently.
- To cover lessons when required to do so.

Staff management

- To support the DOS in leading and managing all EFL teachers by encouraging, supporting and challenging teachers to maintain and raise the already high academic standards.
- To constantly monitor staff performance and to be the first port of call for any teacher in need of advice or support.
- To chair meetings where appropriate
- To assist the Academic Manager and Director of Studies with all Continual Professional Development programs.
- To cover for absent staff; to record and monitor all absences.

Timetable

- To oversee the allocation of staff in consultation with the Academic Manager and Director of Studies.
- To oversee the timetabling and administration of class preparation.
- To provide cover teaching when required to do so.
- To balance the duty of cover work if needed with the DOS.

Administration

- To assist the Academic Manager and Director of Studies with student admissions, to constantly to monitor and manage arrangements for entrance testing and assessment
- To supervise the maintenance of complete and up-to-date records related to teaching i.e. lesson plans and work covered.
- To supervise the preparation student reports and/or course reports within agreed deadlines.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To take responsibility for maintaining teaching resources and premises.
- To make sure classrooms are left secure and tidy after use and ensure borrowed equipment have been returned.
- To help develop, advance and expand teaching resources
- To motivate students to improve their learning skills.

To uphold MLA as an industry leader in providing safe, educational, and cultural programmes to students from around the world.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To behave in a professional manner and demonstrate leadership skills.
- To adhere to Safeguarding and Welfare duties.
- To provide support to all staff, Group Leaders and students at all times.

Health & Safety

- To comply with all health and safety, first aid and welfare procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- This role involves lifting and standing for long periods of time.

MLA Staff Training

- To attend all required paid training and induction meetings and take an active part in discussion and feedback prior to start of employment.

- Review groups, accommodation, programs and itineraries and become knowledgeable about all aspects pertaining to a groups stay.
- Prepare and lead activity and excursion training sessions to all activity staff.
- Complete any required training sessions/courses both online and in person as directed.
- Provide all necessary paperwork prior to employment.

MLA Staff CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with MLA.
- Weekly training or feedback sessions for yourself as well as leading these sessions for activity staff.

MLA Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, MLA Safeguarding's Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

MLA Reputation & Code of Conduct

- To actively support MLA in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.
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MLA Worldwide Equal Opportunities Statement

- Our Equal Opportunities Policy states: "In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics."

MLA Welfare and Safeguarding Statement:

MLA is committed to safe practices in recruitment and selection that includes consideration of issues to do with child protection, safeguarding and promoting the welfare of children and young people. Successful applicants will undergo an Enhanced DBS check, have their references verified and checks completed in line with our Safeguarding & Safer Recruitment Policy."

Person Specification for the Assistant Director of Studies

Qualifications/Experience - EFL Management staff are required to hold;

- A minimum of a CELTA qualification or equivalent

- A degree or equivalent qualifications/experience.
- Experience of Teaching EFL Classes

Qualifications/Experience – Ideally you will have:

- Have some experience or desire of leading and managing staff; be motivational, sympathetic, constructive and, where necessary, challenging with colleagues.
- Be experienced and inspirational as a classroom teacher
- Be able to communicate clearly and persuasively, both orally and in writing, with staff, students and group leaders alike.
- Be passionate about driving up standards in teaching and learning
- Be very well-organised and extremely hard-working.
- Be able to work accurately and calmly, and show resilience, when under pressure.
- Be able to work collaboratively with colleagues within the company; have a proven ability to work as a member of a team.
- Be patient, determined and enthusiastic.
- Be prepared and able to initiate and manage change, where necessary.
- Be devoted to the educational needs of the individual student.
- Be committed to continuing personal and professional development.
- Display absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children.
- Be proficient in the use of information technology.
- Act at all times as an outstanding ambassador for the school.
- Be willing and able to contribute to the wider extracurricular and pastoral life of a summer school.

Compensation

£450/week + holiday pay accrued (12.07%)

£45 weekly deduction fee for full board & accommodation for residential ADOS

PHYSICAL DEMANDS

Do the essential functions of this job require lifting? Yes

If yes, how many pounds? 25 lbs.

Do the essential functions of this job require standing? Yes

Do the essential functions of this job require walking upstairs? Yes

Do the essential functions of this job require stretching? No

Do the essential functions of this job require bending? No