



JOB DESCRIPTION

Job Title	<ul style="list-style-type: none"> • Assistant Director of Studies
Department	<ul style="list-style-type: none"> • Language & Activity Programmes – Young Learners
Reports To	<ul style="list-style-type: none"> • Director of Studies
Role	<ul style="list-style-type: none"> • To assist the Director of Studies in the effective running of the academic component of the programmes to deliver maximum quality, efficiency and student satisfaction
Main responsibilities	<ul style="list-style-type: none"> • Ensure that the teaching and learning component of the programme is including Study Tours, is provided to the highest standard and is compatible with its description in pre-course publicity material, and according to procedures as set out in the Director of Studies' Handbook; • Be responsible for student placement and assessment; • Ensure the supervision and discipline of students, as appropriate; • Ensure the provision of appropriate academic advice, tutorial support and feedback, including student reports, to students; • Ensure appropriate feedback is provided to the Director of Studies, including staff reports and a report on the pedagogic aspects of the course; • Assist in the Induction and effective management the tutorial staff; • Ensure that staff operate at all times in accordance with statutory regulations and Trust policies and procedures; • Organise and contribute to the Professional Development INSET programmes for teachers; • Observe teaching staff and provide feedback on teaching staff to the Language & Activity Programmes Department; • Support and advise teachers with regards to teaching materials; • Assist in the setting up, use and return of academic resources, equipment and facilities; • Teach / provide supervision as required; • Participate in programme social functions and activities; • Participate in visitors' programmes; • Deal with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with; • Deputise for the Centre Manager and be on call as required.
General	<ul style="list-style-type: none"> • Actively promote Bell International's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Language & Activity Programmes
Date	2008/9

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Trust.



PERSON SPECIFICATION
ASSISTANT DIRECTOR OF STUDIES

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> • Degree or equivalent 	
Professional/Technical Qualifications	<ul style="list-style-type: none"> • CELTA or equivalent 	<ul style="list-style-type: none"> • Delta qualified
Experience	<ul style="list-style-type: none"> • Course Co-ordination / Academic Management • Teaching Experience • Experience in project work or task based learning • Team leadership / people management • Worked in a residential environment • Experience in delivering high levels of customer service • Teacher observation and teacher development 	<ul style="list-style-type: none"> • Academic management of a YL centre • Materials development
Personal Skills/Qualities	<ul style="list-style-type: none"> • Leadership skills • Communication skills • Interpersonal skills • Time management / able to multi task & work to deadlines • IT literate • Ability to work under pressure 	
Special Requirements		<ul style="list-style-type: none"> • Child protection training • First Aid • Full driving licence (to drive minibus)