



## JOB DESCRIPTION

<b>Job Title</b>	<b>Director of Studies</b>
<b>Department</b>	Bell Language & Activity Programmes – Young Learners
<b>Reports To</b>	Centre Manager
<b>Role</b>	To ensure the effective running of the academic component of the programmes to deliver maximum quality, efficiency and student satisfaction
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that the teaching and learning component of the programme, 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' Guidelines;</li> <li>• Be responsible for student placement and assessment;</li> <li>• Ensure the supervision and discipline of students, as appropriate;</li> <li>• Ensure the provision of appropriate academic advice, tutorial support and feedback, including student reports, to students;</li> <li>• Ensure appropriate feedback is provided to the Centre Manager and to the Bell Language &amp; Activity Programmes, including staff reports and a report on the pedagogic aspects of the course;</li> <li>• Induct and effectively manage the academic staff;</li> <li>• Ensure that staff operate at all times in accordance with statutory regulations and Trust policies and procedures;</li> <li>• Organise and contribute to the Professional Development INSET programmes for teachers;</li> <li>• Carry out classroom/lesson observations for all EFL staff and provide written and oral feedback to each staff member; forward feedback documentation to Bell Language &amp; Activity Programmes;</li> <li>• Manage and oversee academic staff performance evaluation and provide feedback to Centre Manager and Bell Language and Activity Programmes on all academic staff;</li> <li>• Support and advise teachers regarding to teaching materials;</li> <li>• Manage the setting up, use and return of academic resources, equipment and facilities;</li> <li>• Teach / provide supervision as required;</li> <li>• Participate in programme social functions and activities and pastoral duties;</li> <li>• Participate in visitors' programmes;</li> <li>• Deal with student issues/emergencies as and when they arise;</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with;</li> <li>• Deputise for the Centre Manager and be on call as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Actively promote Bell'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;</li> <li>• To adhere to all statutory regulations and to Bell policies and procedures;</li> </ul> <p>To undertake any reasonable duties as required.</p>
<b>Compiled by</b>	Head of Bell Language & Activity Programmes
<b>Date</b>	2010

*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**  
**DIRECTOR OF STUDIES**

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