

## Director of Studies (RESIDENTIAL)

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### JOB DESCRIPTION

#### **ABOUT SUMMER BOARDING COURSES**

Founded in 2008, Summer Boarding Courses have united students from around the world through education. Delivering award-winning, future-focused courses that strike the perfect balance between academic and social enrichment.

Our courses unlock potential and ignite a spark for long-term success.

Our residential summer courses take place at some of the UK's top boarding schools and university college campuses, including Eton College, Oxford University Colleges and Headington School. We carefully select our campuses to ensure that they provide the perfect environment for our students to live and study.

Over 15,800 students from 152 nationalities have been welcomed to study with us to date.

Whether it's preparing for future studies, developing 21st-century skills or building confidence, the knowledge gained on an SBC course allows students to go forward and apply what they have learnt to other areas of their education and beyond; giving them the necessary skills to achieve their future goals.

The EL Gazette publishes a league table based on British Council inspections, and SBC have been ranked Number 1 from 2018 to 2023. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

SBC is the only multi-campus summer school provider in the UK to have achieved a perfect 15/15 areas of strength by the British Council. A true hallmark of educational quality.

#### **Ways we support our Director of Studies:**

- We will cover the full cost of a new DBS (if required) for your first contract working with SBC. We encourage all staff to sign up for the Update Service
- Extensive, paid, on-site training prior to student arrival
- Accommodation included
- CPD and Appraisals
- Staff Wellbeing Initiative
- Access to Employee Assist Programme (EAP)
- Continual support for all staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and prevent training
- Professional, fun and supportive environment

#### **Additional Role Specific Support**

Paid attendance to pre-course Management Training

### THE ROLE

The SBC Director of Studies manages the Academic Programme, ensuring its smooth operation throughout the summer. They oversee class organisation, teacher support, lesson and academic event delivery, while creating a positive, safe environment for students. Strong leadership, communication, organisational, and administrative skills are essential, as well as experience working with young people in a dynamic setting.

**Responsible To:** The College Principal/Summer School Director and the SBC Academic Management Team in the SBC Head Office

## **Main Duties:**

### **Academic Programme Delivery**

- Take overall responsibility for implementing and monitoring the performance of the Academic Programme.
- Organise the students into classes and inform both students and Academic Staff of their classes.
- Keep clear and accurate records of class attendance, work covered and student progress.
- Organise all aspects of the weekly academic 'Time to Shine' ceremony following the procedural notes and guidance given by the SBC Head Office Academic Management Team.
- Coordinate the preparation and delivery of the academic event programme (for College sites), serving as the main point of contact for Guest Speakers and Workshop Hosts
- Ensure reports and leavers' certificates are produced on time.
- Be the point of contact for SBC Head Office regarding the Academic Programme.
- Provide feedback on the SBC syllabus and academic processes at the end of the summer.

### **Team Management**

- Lead the college academic team, holding daily meetings and establishing a positive and supportive environment for the teaching team.
- Support, manage, and guide Academic Staff, carrying out lesson observations, giving observation feedback, and running CPD workshops/idea sessions.
- Teach when necessary to provide cover for absent Tutors.
- Be responsible for pre-arrival academic setup and effectively induct Academic Staff at the beginning of the summer school.
- Conduct appraisals, address performance issues and provide ongoing support with input from the Course Leader and Head Office.

### **Resources, Facilities, Safety & Compliance**

- Oversee procurement, storage, distribution, and maintenance of all academic programme stock, ensuring compliance with financial and quality guidelines.
- Set up the Tutors' Preparation room with appropriate signage and maintain it as a functioning workspace.
- Ensure classrooms and other academic programme spaces are welcoming, clean, organised, and meet safety requirements
- Ensure safe delivery of the academic programme by following safety protocols, conducting risk assessments, and ensuring compliance with safeguarding and student supervision policies.

## **General Managerial Duties:**

### **Teamwork & Communication**

- Collaborate with the Management Team, attending meetings and maintaining open and proactive communication.
- Communicate clearly and professionally with students, staff, parents, agents, site hosts, and external stakeholders.
- Work with SBC Head Office to complete necessary paperwork and share updates.

### **Student Experience**

- Encourage student engagement in the programme, promoting communication, confidence, and social skills.
- Promote a culture of equality, respect, and diversity, ensuring students adhere to the Student Code of Conduct and assisting staff in managing behaviour.
- Encourage student feedback and promptly address concerns or complaints.
- Contribute to hosting arrival and departure days, ensuring a welcoming and professional experience for students and parents
- Support the safe delivery of the programme, covering sessions, attending off-site activities & supporting breaks, meals, and welfare duties where needed.

### **Safety & Compliance**

- Implement Health and Safety procedures, ensuring incidents are reported and risk assessments are followed.
- Keep staff informed of student welfare needs and maintain required welfare records.
- Ensure staff and students understand Emergency and Fire Evacuation procedures.
- Securely manage summer camp data, following GDPR and confidentiality policies.

### **General**

- Attend SBC Management Training prior to arriving at the school to familiarise with all aspects of the programme, roles, and responsibilities
- Assist with Induction Week, preparing the site and inducting staff
- Demonstrate flexibility and assist in emergency situations, whether on duty or not.
- Provide feedback to the Head Office team throughout and at the end of the summer
- Uphold the reputation of Summer Boarding Courses and the host venue

### **Safeguarding Duties**

- Be committed to the safeguarding and welfare of students in your care
- Complete online safeguarding training and attend on-site safeguarding training during induction week
- To read and understand SBC's Safeguarding Policy, Staff Handbook, Operations Policy Handbook and Part 1 of Keeping Children Safe in Education (including annexes A & B)
- To be alert to the signs of abuse and neglect, and report any concerns to the DSO immediately (including low level concerns)
- To know what to do if a student tells a member of staff they are being abused, exploited or neglected
- To help students understand how to keep themselves safe and manage risk; earning their trust while maintaining professional boundaries

## **EXPERIENCE REQUIRED**

### **Essential**

- TEFLQ status (I.e. Delta, Trinity Diploma, MA TESOL or accredited equivalent)
- A first degree
- Experience in Academic Management
- Strong communication skills, ability to work under pressure, flexibility

- Strong organisational skills
- Experience in residential international summer schools

**Desirable**

- Experience of residential international summer schools
- Experience of the UK boarding environment
- Experience of working within the education sector

**HOURS OF WORK**

A normal working week for the Director of Studies will consist of up to 65 hours per week over six working days.

**All staff will receive one full day off per week.**

**CONTRACT INFORMATION**

Our courses run from the end of June to the middle of August. Please see our website [here](#) for the exact dates and more information.

**Remuneration:** The salary for the Director of Studies role is £1010 per week (subject to tax and national insurance), paid weekly in arrears (for the avoidance of doubt this sum includes a holiday allowance at 12.07% of basic pay in the sum of £108.78), plus accommodation at the summer site.

*\* Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave. At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

**LOCATIONS:**

The role of **Director of Studies** will be based at one of the following sites:

SBC at Eton College  
SBC at Canford School  
SBC at Headington School  
SBC at Oxford College  
Dukes Cambridge

**SBC PERSON SPECIFICATION**

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

**We look for staff who are:**

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

*We expect all SBC staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. SBC staff must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all staff to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.*

**TO APPLY**

Please apply online at: <https://summerboardingcourses.com/work-for-us/>



We want to make sure we do all we can to set candidates up for success in this process. If you require any adjustments to help you at interview and/or you have any questions at all, please contact us at: [recruitment@summerboardingcourses.co.uk](mailto:recruitment@summerboardingcourses.co.uk)

*Please note, as this post involves direct contact with vulnerable children, it is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.*

#### SHOULD YOU BE SUCCESSFUL

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will have to prove your Right to Work in the UK
- You will provide the details of two recent and relevant referees who we will contact and specifically ask about your suitability to work with children and any concerns.
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if you live, or have lived, outside of the UK
- You will be asked to state that you have no known reason why you cannot work with children
- Official identification and certificates will be required for our records

**Please be aware that SBC may conduct online searches for shortlisted candidates as part of our legal duty to meet out safeguarding duties.**

#### SBC SAFEGUARDING STATEMENT

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*

#### SBC EQUALITY, DIVERSITY & INCLUSIVITY STATEMENT

*We operate a policy of equal opportunities and welcome applications from candidates irrespective of age, sex, marital status, pregnancy or maternity, race, religion, sexual orientation, gender reassignment or disability.*