

Director of Studies (RESIDENTIAL)

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:

- Fully paid DBS check
- Extensive, paid, on-site training prior to student arrival
- All meals and 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

As a core member of the School Management team, the DoS' primary role revolves around the administration and facilitation of the Academic Programme, and will be integral in ensuring its smooth functioning throughout the summer. They will need to be skilled in not just supporting and directing students, but also staff. As such a high level of communication, delegation and organisational skills are essential, as is experience working with young people.

Responsible To: The Academic Management in SBC Head Office AND/OR Summer School Director

Main Duties:

- Take overall responsibility for implementing and monitoring the performance of the Academic Programme
- Be the point of contact for EFL Teachers and Subject Teachers regarding the academic programme at the Schools
- Be the point of contact for SBC Head Office regarding the Academic Programme at the Schools
- Organise all aspect of the weekly academic 'Time to Shine' ceremony following the procedural notes and guidance given by the SBC Head Office Academic Management Team
- Organise the students into classes and inform both students and teachers of their classes and levels
- Lead daily Teacher Meetings
- Keep clear and accurate records of class attendance and work covered
- Ensure reports and leavers' certificates are produced on time
- Support, manage and guide teachers whilst carrying out lesson observations, observation feedback and CPD workshops/idea sessions
- Ensure appropriate standards of student discipline are maintained
- Teach when necessary to provide cover for absent teachers
- Provide feedback on the SBC syllabus and academic processes at the end of the summer
- Attend SBC Management Training prior to arriving at the school, in order to be familiar with all aspects of the relevant SBC courses to be delivered at their site
- Be responsible for pre-arrival academic setup and effectively induct teachers at the beginning of the summer school
 - Set up the Teachers' Preparation room appropriate signage and maintain it as a functioning workspace

Safeguarding Responsibilities

- Be committed to the safeguarding and welfare of students in your care
- Attend on-site safeguarding training during induction week
- Carry out SBC's safeguarding policy and ensuring others do the same.
- Develop positive relationships with students, earning their trust whilst maintaining proper professional boundaries,
 - E.g. Not sharing personal information such as contact details or social media with students.
- Listen to students and being vigilant regarding the potential indicators of abuse.
- Report any potential concerns to the school's Designated Safeguarding Officer

General Duties:

The welfare of students is paramount to us and every member of the team is expected to assist in maintaining the welfare and order at the site, including in the accommodation.

- Help with student transfers for any arrivals and departures if needed. This can include at airports, train stations and in taxis
- Accompany and supervise students on offsite excursions and activities, where required
- Actively supervise and interact with students during meal and break times
- Empower students to successfully engage in the programme while helping develop independence, confidence and social skills
- As with all residential work, be able to show a large degree of flexibility
- Help ensure that the students do not breach the rules of the college
- Engage with the students at all times, in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation
- Provide feedback on your experiences during & also at the end of summer

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 Director of Studies will consist of up to 70 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: Paid weekly, one week in arrears. The weekly rate received for Director of Studies is £850 **PLUS** any accrued holiday to be paid at the end of contract)* Food and accommodation are included for all residential SBC staff.

** 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 Canford School
SBC at Eton College
Earlscliffe
Headington School

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

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 sex, marital status, race, colour, nationality, ethnic origin or disability.