

Summer School Director of Studies

Reports to: Centre Manager

Hours: 6 days per week

This is a residential position

About NCG

NCG is a specialist college providing English Language courses to international students. We have two year-round adult schools, located in Manchester and Liverpool, and we provide summer courses for students aged 12-17 in locations across the UK. On our summer courses, students combine studying English with an exciting activity programme.

With more than 10 years' experience of teaching English, we have developed a strong reputation for our high-quality teaching and friendly staff.

The role

The Director of Studies will be responsible for the day to day running of the Academic Programme. You will have an excellent awareness of the operation of a summer school and be ready to address any situations as and when they arise. You will assist the Centre Manager in creating a positive and co-operative atmosphere at the school.

The role includes;

- Having overall responsibility for managing and supporting the academic team and ensuring the syllabus is used effectively
- Conducting student placement tests and the appropriate classing of new students
- Timetabling
- Creating class lists
- Using NCG CRM system, Fidelo, for classing and recording student information
- Setting teachers up in Fidelo. Monitoring teacher use of Fidelo to ensure class lists and attendance records are up to date
- Teaching and covering classes when required
- Holding regular teachers' meetings and attending the weekly staff meeting
- Completing administrative tasks, such as weekly student feedback analysis
- Preparing leaving certificates and reports
- Being responsible for pre-arrival academic set up and effectively inducting teachers at the beginning of the course

- Setting up the teachers' preparation room with appropriate signage and maintaining it as a functioning workspace
- Supporting, managing and guiding teachers through lesson observations, feedback and workshops
- Keeping clear and accurate records of class attendance and work covered
- Monitoring and recording of students' attendance and following up on absences
- Carrying out lesson observations and feedback
- Carrying out regular teaching workshops and ideas sessions and providing classes/workshops for Group Leaders
- Dealing sensitively with enquiries on classes and levels
- Maintaining student discipline within and outside of class and issuing verbal/written warnings/detentions when necessary
- Providing feedback on the syllabus and academic processes at the end of the summer
- Taking the emergency phone overnight on a rota basis with other Management staff
- Undertaking any other duties to assist in the day-to-day running of the Summer School
- Deputising for the Centre Manager in his/her absence
- Providing feedback and writing a report at the end of summer school

NCG Expectations of All Staff

- To work in line with British Council requirements - BC inspections may take place while the camp is in operation
- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To live on-site, board and lodging provided as part of the salary package.
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, Group Leader or host site representatives' issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.

- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To wear NCG uniform at all times while on duty. Any uniform supplied by NCG is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating to the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager.

Requirements

- TEFLQ in line with British Council requirements desirable
- Previous summer school experience
- Ability to line manage up to ten teachers with varying degrees of experience and to create a team
- Good communication, interpersonal and time management skills

Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.