

**SUMMER SCHOOL
ASSISTANT DIRECTOR (ACADEMIC STUDIES)**

Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course dates

Session 1: Monday 24th June – Tuesday 16th July 2024
Session 2: Wednesday 17th July – Tuesday 6th August 2024

Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff.

Purpose of the role

The Assistant Director (Academic Studies) will report directly to the Summer School Director and liaise with them regarding the strategic planning, organisation and management of a comprehensive and successful academic programme. The postholder will be responsible for implementing and monitoring the performance of the Academic component of the Summer School. The Assistant Director (Academic Studies) will be assisted by Head of Departments and will work closely with the Assistant Director (Pastoral) & DSL.

The post holder will need to be available to assist with interviewing potential academic staff and to support the academic programme set-up in the preceding months.

Qualifications/experience

The Assistant Director (Academic Studies) should have:

- a degree in a related discipline is essential
- qualified Teacher Status or TEFL-Q status (Cambridge DELTA, Trinity Dip TESOL or equivalent qualification), with minimum of five years teaching experience
- proven managerial skills are essential, taking into account any individual needs as may be necessary

- experience of managing teams in an educational capacity
- previous residential summer school experience is essential
- experience of inspections with British Council is desirable

The postholder will have excellent communication, organisation, and leadership skills and will have experience of working effectively under pressure.

Other desirable requirements:

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

A safeguarding qualification

A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.

<p>Main responsibilities/duties include:</p>

Prior to commencement of the course:

- assisting the Summer School Director with curriculum planning;
- assisting in recruiting EFL and academic teachers , including shortlisting applicants and interviewing;
- preparing and reproducing materials for briefings;
- preparing materials for testing of students (assisted by Departments Heads);
- taking a lead in the briefing and induction of staff during the training days and making sure that all staff are fully briefed on all aspects of the academic programme;
- preparing classrooms and teachers' workroom (assisted by Department Heads);
- ordering materials and resources needed for the course;
- reviewing and preparing academic timetables and staffing schedules;
- working closely with Assistant Director (Pastoral) & DSL regarding registration and attendance procedures for students.

During the Course:

- maintaining academic administration and processes;
- taking overall responsibility for tutors and students with regard to the academic programme;
- organising placement testing and allocation of students to classes (assisted by the Department Heads);
- arranging cover for sick/absent teachers;
- observing teaching staff (assisted by Department Heads) and providing written and oral feedback to teachers;

- dealing with student discipline matters;
- dealing with staff discipline matters (assisted by the Summer School Director and Department Heads, if necessary);
- organising and managing academic staff meetings and minute taking;
- organising INSET and debrief sessions (assisted by the Department Heads);
- providing support and guidance for teachers in their planning of lessons (assisted by Department Heads);
- organising and assisting staff with report writing and proof reading of reports;
- preparing and administering staff and student questionnaires at the end of the course;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Summer School Director and/or Assistant Director (Pastoral) & DSL of any concerns;
- attending Senior Management meetings and reporting on any academic related matters;
- line managing Heads of Departments and teaching staff;
- deputising for Summer School Director when required;
- contributing to and supporting processes and procedures for accreditation inspections, such as British Council.

After the Course:

- final proof reading of student reports (assisted by Department Heads);
- ensuring all materials are returned to their original location and that all stock is returned to the workroom;
- taking a stock-take of materials, noting necessary replacements for the following year;
- checking student and teacher feedback forms carefully and making notes as appropriate to be used in planning of future courses – ideas to be discussed with the Summer School Director;
- writing a post-course summary to be circulated to senior staff;
- attending post-course meetings.

Personal attributes/skills

- be enthusiastic and a passionate advocate of the subject;
- have good interpersonal skills and have the ability to work as part of a team;
- have excellent communication, with students and colleagues;
- a professional attitude, organised and well-prepared for the teaching day;
- generosity of spirit; and a willingness to go the extra mile for our students;
- be flexible and adaptable to changing needs.

Hours of work

Variable hours between 8am and 10.30pm. Shifts and time off are organised on a rota basis. A minimum of one day each week will be off duty.

In the preceding months, the post holder will be required to work additional hours to support the planning and preparation of the 2024 Summer School, including but not limited to assisting with the interviewing of potential staff. Hours will be agreed in advance with the Summer School Director.

Remuneration

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), a laundry service and three meals a day.

Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview or family wedding, which must be agreed during interview/appointment. Pay may be reduced accordingly.

Special conditions

All staff are expected to behave in a professional manner at all times, and to make the welfare of the students in our care a priority.

All successful applicants and returning teachers will be asked to undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS applications and/or overseas police check documents **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

Please note:

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.