



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER SCHOOL ASSISTANT DIRECTOR (ACADEMIC STUDIES – STEM)

#### 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, Humanities and STEM 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

**Wednesday 15th July – Monday 3rd August 2026**

***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 - STEM) will report directly to the Summer School Director and liaise with them regarding the strategic planning, organisation and management of a comprehensive and successful STEM programme. The post holder will be responsible for implementing and ensuring that the academic programme is run efficiently in their department. They will have responsibility for the STEM teachers and technicians and will organise the planning and delivery of an engaging and enjoyable curriculum. The Assistant Director (Academic Studies) will work closely with the Assistant Director (Pastoral) & DSL.

The postholder will be an active member of the Summer School Leadership Team and will attend management meetings.

The post holder may 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 - STEM) should have:

- a degree in a related discipline is essential
- qualified Teacher Status with a minimum of five years teaching experience

- proven managerial skills are essential, considering any individual needs as may be necessary
- experience of managing teams in an educational capacity
- previous residential summer school experience would be advantageous
- experience of accreditation inspections is desirable

The post holder 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.***

<b>Main responsibilities / duties include:</b>
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**Prior to commencement of the course:**

- assisting the Summer School Director with curriculum planning;
- assisting in recruiting academic teachers, including shortlisting applicants and interviewing;
- preparing and producing relevant materials for briefings and induction sessions and delivering training to staff during the training days;
- preparing materials for testing of students;
- preparing classrooms and teachers' workroom for their department(s);
- identifying resources required for department and request orders;
- reviewing and preparing academic timetables and staffing schedules;
- updating schemes of work and teacher resources to align with the programme offering;
- liaising with lab technicians to ensure resources and materials are ready for teaching staff;
- 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 teachers and students regarding the STEM programme;
- organising placement testing and allocation of students to classes;
- dealing with student discipline matters;
- dealing with staff discipline matters (assisted by the Summer School Director, if necessary);

- organising and conducting regular academic staff meetings;
- providing support and guidance for teachers in their planning and delivery of lessons;
- appraising the suitability of teacher's lesson plans;
- providing cover for sick/absent teachers;
- observing teaching staff and providing written and oral feedback to teachers;
- organising and preparing report templates in liaison with the ICT department;
- assisting teaching staff with report writing;
- informing the Safeguarding team immediately of any student absences from registration or later classes;
- being mindful of students' attitude, performance and conduct 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 teaching staff;
- responding to ad-hoc management tasks as and when they arise;
- deputising or carrying out allocated duties for the Summer School Director when required;
- contributing to and supporting processes and procedures for accreditation inspections;
- assisting with delivery of social activity programme, including arrival and departure such as welcome, airport transfers; and supervising students on excursions when required.

**After the course:**

- final proof reading of student reports and sending finalised reports to Summer School team;
- ensuring all materials are returned to their original location and that all stock is checked and noted;
- arranging suitable lesson times for student feedback sessions;
- attending post-course meetings.

<b>Personal attributes/skills:</b>
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- 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;
- have good leadership skills;
- have the ability to support teaching staff.

### Hours of work:

Variable hours between 8.30am and 10.30pm. Shifts and time off are organised on a rota basis and weekend work maybe required. The academic week has variation of teaching days but teaching and support work is between 9am – 5pm each week.

Additional weekend work is required to support Induction and wider summer school social activities. Timings may vary.

The Assistant Director (Academic Studies - STEM) may be required to teach on the main timetable between the hours of 9am and 3pm during each Summer School session. They will also provide cover for the lessons of absent colleagues, as required.

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 2026 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.