

Job Description: Teaching Manager (Directors of Studies)

Responsible to	Centre Director
Location	UK wide
Hours	full time (6 day week)
Salary	From £500 - £650 per week (depending on experience and location) and includes full board accommodation
Duration	2 – 7 weeks in June/July/August

Main purpose of job

The Teaching Manager (Director of Studies) is responsible for supervising and supporting a team of EFL teachers and ensuring the smooth running of the academic programme.

Duties will include

- Organising the testing, induction and placement of students
- Timetabling classes
- Attending welcome meetings as required by the Centre Director (CD)
- Reporting to the Centre Director and International Quest head office staff and cooperating with British Council inspectors if required
- Ensuring teaching staff follow the International Quest syllabus and teach communicative lessons following our in-house guidelines
- Assisting with the induction, meeting and greeting of new student arrivals
- Assisting the CD in the set-up and shut down of the centre and in the day-to-day running of the centre
- Providing support and guidance to teachers, including leading teacher induction sessions
- Monitoring and maintaining staff levels and assisting with local recruitment in the event of need
- Holding regular teachers' meetings
- Effectively managing resources and materials, including making sure that they are returned to the staff room at the end of each teaching day
- Following academic policies set out by the company's Academic Manager
- Overseeing preparation for and administration of Trinity GESE exams
- Carrying out lesson observations and feedback as directed by the Academic Manager and writing appraisals on teaching staff at the end of the summer
- Working to ensure the academic and recreational aspects of the programme are integrated
- Teaching as required to meet operational demands
- Dealing with day-to-day problems as and when they arise and, with student and group leader enquiries on academic matters
- Supervising completion of course certificates and attending award ceremonies
- Completing and sending off staff timesheets for payment
- Notifying the CD of any persistent student misbehaviour
- Ensuring all staff are aware of accident and emergency procedures

Requirements

Essential:

- Native or native level English speaker
- First degree
- TEFLQ qualified: DELTA, Trinity DipTESOL, MA TESOL (with 5 hours of observed teaching practice), PGCE in TESOL
- Clear and confident communication skills
- Flexibility and adaptability
- Proven leadership skills
- Exceptional time management and organisational skills

- Proven ability to work effectively under pressure

Desirable:

- Educational management experience
- Experience of working in a summer school environment
- Experience with Trinity GESE examinations
- Proven ability to work well in a team

Please do not apply if you do not meet these requirements