

Director of Studies (DOS)

Job Description:

The Director of Studies is responsible for the implementation and administration of all aspects of the academic programme, including the management of the teaching team and their performance. This is a management position and therefore, you should expect a demanding workload. In the UK centres it is also a residential position, and duties will include assisting with the supervision of students in the residences.

As a member of the centre management team, the DOS is also required to work closely with the Centre Manager and the Activities Co-ordinator on issues relating to the overall running of the centre. Attendance at the Management Training Days is essential.

The role of a DOS incorporates the following:

- Ensuring that high quality programme is delivered, following MLI guidelines/syllabus closely.
- Oversight and support of the teachers, ensuring that their performance is of the highest possible standard so that the students derive the maximum benefit from their course.
- Ensuring that lessons and activities are integrated providing a homogeneous and meaningful programme.
- Ensuring the safety and welfare of all students/staff at all times.
- Reporting to the Centre Manager and Academic Director at Head Office.

You will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and other information that may have a bearing on your suitability for the post. Please find the Declaration on the Job Offers page. Please note that all references will be followed up.

UK Only - should your application be successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

Main Duties and Responsibilities

- Management Responsibilities

- To have read and understood the DOS Induction and training manual and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, you are responsible for the care, welfare and safety of students whilst ensuring they follow the schools rules.
- Support the Centre Manager in the overall management of the centre.
- Along with the rest of the management team, lead the Staff Induction Day, usually one or two days prior to the students's arrival.
- Establish and maintain open communications among staff, with clients and Head Office.
- Ensure that all MLI Health and Safety policies are implemented and monitored.
- Liaise with the Activities Co-ordinator to organise the rota for teachers' supervision of the activities programme.
- Organise Group Leaders sessions for up to 3 hours per week (depending on demand). These may be on Irish/British culture, an update of teaching practices and resources or an exchange of problems, solutions and ideas.
- Deputise in the Centre Director's absence.
- Maintain accurate staff records, including staff payroll and rota.
- Set up and close the centre, pack and return all stock and equipment according to guidelines.
- Be familiar with ACELS/British Council guidelines (documents available on site) and ensure academic management achieves and maintains the standards set out in these guidelines. Co-operate with any ACELS/British Council Inspection procedures.
- Write weekly reports to be submitted every Tuesday, and a final report to be submitted to the Academic Director in the Head Office within five days of the centre closing.
- Establish and maintain open communication between the centre, clients, and Head Office.
- Represent MLI International Schools positively in all conversations with clients, staff, and the host centre.

- Academic

- Manage the Academic Programme according to MLI guidelines and procedures.
- Ensure that a high standard of teaching is maintained, with students receiving well planned, well-taught and relevant lessons, according to our guidelines.
- Be proactive, offering support to teachers before it is requested. Guide newly qualified staff preparing lessons.
- Observe and appraise all teaching staff within their first week and give documented feedback on their performance.
- Implement and maintain correct academic procedures, including placement testing, weekly tests, class size and composition, allocation of teachers to appropriate classes and levels, completion of paperwork, records of work and

certificates.

- Monitor integration of the teaching and activities programmes.
- Monitor and be responsible for all academic resources and equipment.
- Run weekly staff meetings and seminars corresponding to the needs of the teachers.
- Organise pre-booked Trinity Spoken English Examinations (if applicable).
- Teach when necessary e.g. teacher absence/sickness/insufficient student numbers.
- Additional duties as required.

- Welfare - UK Only

- In the UK assist in the programme of student supervision. All members of MLI have student welfare duties on a rota basis. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy. You will also be expected to carry out night time duties on a rota basis.

- Take on Welfare Supervision duties as and when require, as designated by the Centre Manager.

Essential Requirements

- UK Only - RSA DELTA* Trinity Dip TESOL
- Ireland Only - ACELS recognised TEFL/TESOL Cert (CELT/CELTA/Trinity Cert TESOL)
- PGCE TEFL/TESOL* or a taught post-graduate course (MA equivalent) in TEFL/TESOL, including at least 6 hours of supervised teaching practice
- Native or near native level of fluency in English (CEF Level C2/CPE/IELTS 8)
- Over 3 years' full-time EFL experience
- Proven competence in academic leadership
- Proven people management skills

*In the absence of formal qualifications stated above, experience in the field of academic management may be considered. (UK Only)

Desirable Requirements

- Able to adapt quickly to change
- Effective communicator

- Proven competence in administration
- Smart personal appearance
- Computer literate
- Experience of working with teenagers
- Previous DOS experience
- Previous summer school experience
- Previous residential experience

To apply for this position please fill out the Application Form

MLI INTERNATIONAL SCHOOLS IS AN EQUAL OPPORTUNITIES EMPLOYER