

JOB DESCRIPTION

Job Title	Assistant Director of Studies
Department	Young Learners
Reports To	Director of Studies
Role	To assist in the effective running of the academic component of the programmes to deliver maximum quality, efficiency and student satisfaction
Main responsibilities	<ul style="list-style-type: none"> • Ensure that the teaching and learning component of the programme is including Study Tours, is provided to the highest standard and is compatible with its description in pre-course publicity material, and according to procedures as set out in the Staff Handbook; • Be responsible for student placement and assessment; • Ensure the provision of appropriate academic advice, tutorial support and feedback, including student reports, to students; • Provide appropriate feedback is provided to the Centre Manager and to the Young Learners Department, including staff reports and a report on the pedagogic aspects of the course; • Assist in the setting up, use and return of academic resources, equipment and facilities; • Assist with the induction, support and effective management of the academic staff; • Carry out classroom/lesson observations of EFL staff and provide written and oral feedback to each staff member; forward feedback documentation to Director of Studies and Young Learners Department; • Assist with the management of the EFL team to ensure a high standard of service and teaching as well as maintaining class and student records, and contribute to end-of-course reports; • Contribute to the Professional Development INSET programmes for staff; • Contribute to the academic staff performance evaluation and provide feedback to Centre Manager and Young Learners Department on all academic staff; • Ensure that staff operate at all times in accordance with statutory regulations and Bell policies and procedures; • Ensure the supervision and discipline of students, as appropriate; • Teach / provide supervision as required; • Participate in programme social functions and activities and pastoral duties as required; • Participate in visitors' programmes; • Deal with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with; • Deputise for the Director of Studies and be on call as required.
General	<ul style="list-style-type: none"> • Actively promote Bell's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Young Learners
Date	11.12.2017

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of Bell Educational Services.

PERSON SPECIFICATION

ASSISTANT DIRECTOR OF STUDIES

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> • Degree or equivalent 	
Professional/Technical Qualifications	<ul style="list-style-type: none"> • CELTA or equivalent 	<ul style="list-style-type: none"> • Delta qualified
Experience	<ul style="list-style-type: none"> • Course Co-ordination / Academic Management • Teaching Experience • Experience in project work or task based learning • Team leadership / people management • Worked in a residential environment • Experience in delivering high levels of customer service • Teacher observation and teacher development 	<ul style="list-style-type: none"> • Academic management of a YL centre • Materials development
Personal Skills/Qualities	<ul style="list-style-type: none"> • Leadership skills • Communication skills • Interpersonal skills • Time management / able to multi task & work to deadlines • IT literate • Ability to work under pressure 	
Special Requirements		<ul style="list-style-type: none"> • Safeguarding training • First Aid • Full driving licence