

# JOB DESCRIPTION: HEAD OF STUDIES IPSWICH 2019

**Location:** Co-Op Education Centre & Ipswich School

**Reports to:** Head of Summer Centres

## KEY ROLES

- Ensuring the well-being and safety of all ilh students at all times
- Being responsible for the overall smooth running of Ipswich Summer Centre
- Managing the teaching programme
- Working with the Head of Activities to ensure the success of the programme
- Sharing welfare and child protection issues with the Head of Activities

## Specific Responsibilities

### ADMINISTRATION

- Ensure compliance with all of the British Council Accreditation criteria
- Ensure the successful delivery of the course as set out in the ilh brochure
- Maintain the inventory of resources and make recommendations for further purchases, within the budget, as necessary
- Together with the Head of Activities, ensure that the budget is adhered to
- Maintain the weekly staff payments spreadsheet and record any overtime/absence to the Head of Summer Centres on a weekly basis
- Liaise with Group Leaders about any issues that may arise
- Liaise with the Accommodation Officer about any accommodation issues that may arise
- Liaise with the Head of Summer Centres on a daily basis
- Brief all staff and ensure they are well-prepared and performing to a high standard in the carrying out of all their duties
- Hold weekly teachers' meetings
- Produce end of course certificates
- Hold end of course face-to-face appraisals for all staff members
- Together with the Head of Activities, share responsibility for the emergency phone
- Be prepared to respond to out-of-hours situations, if required
- In an emergency, and as a last resort, take part in an excursion
- Deputise for the Head of Activities, in his/her absence, as required
- Provide a detailed report at the end of the contract with recommendations for future years
- Participate in a post-course review meeting and set targets for the following year
- Carry out all reasonable duties as recommended by the Head of Summer Centres

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## ACADEMIC

- Train and supervise teaching staff in the placement testing of new students
- Placement of new students according to level
- Devise and coordinate day-to-day timetabling of classes and assign teachers to classes
- Share with the Head of Summer Centres the observation of all teachers during the first or second week of their contract and provide both oral and written feedback
- Ensure that all teaching is delivered in accordance with the British Council Accreditation Scheme's requirements, and the guidelines in the Teachers' Handbook
- Monitor and ensure that student learning is taking place
- Support and advise teachers by providing workshops/training meetings as required
- Ensure that there are sufficient academic resources available, and that teachers are familiar with their use
- Liaise with Group Leaders about any academic issues that may arise
- Ensure that all teaching records are maintained

## Pre-course

- As part of the management team, take part in preparation week at Colchester English Study Centre to ensure that all systems are in place and ready for the start of the course
- Take part in the induction at the Co –Op Education Centre on the Friday or Saturday before the start of the course
- Assist with the setting up before the start of the course at both the Co-op Education Centre and Ipswich School
- Successfully complete a short, online Safeguarding course
- Successfully complete a short, online Fire Safety course

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## General Accountabilities and Responsibilities

Ensure compliance with and actively promote Health and Safety at work legislation, CESC and ilh H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ilh Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of CESC and ilh will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

**The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.**

**DATES:**            **24 June – 28 July 2019**  
**Post-course review meeting at CESC – date to be confirmed**

**SALARY:**        **£600 per week** (+ 12.1% statutory holiday pay, paid in the final week). For preparation week, you will be paid **£500**.  
For attendance at the post-course review meeting, you will be paid at a rate of £19 per hour.

**TIME OFF:**      **One day per week (Sunday)**  
**\*You are required to be on standby on Saturdays**