

JOB DESCRIPTION

Role:	Head of Studies (HoS)
ILH Centre:	Woodbridge School
Report to:	Coordinator of Summer Centres
Residential/Non-residential:	Residential

KEY ROLES

- Plan and manage the delivery of the Teaching Programme
- Manage placement testing of all students
- Ensure the safeguarding and welfare of all ILH students is prioritised at all times
- Work with the Head of Activities (HoA) to successfully run the ILH Woodbridge centre

SPECIFIC RESPONSIBILITIES

Academic

- Train teachers and supervise placement testing of new students, if required
- Place new students into levels
- Devise and coordinate daily class timetables and assign teachers to classes
- Observe 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 positive and enjoyable student learning is taking place
- Ensure teachers encourage students to achieve their best to become confident users of English
- 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
- Ensure that all teaching records, class registers, and any required administration are completed accurately and maintained

Administration

- Show effective leadership through good example
- Support the ILH Summer School ethos
- Ensure compliance with the British Council Accreditation Scheme's requirements
- Ensure the successful delivery of the course as set out in the ILH brochure
- Ensure that all staff are well-briefed, well-prepared and performing to a high standard when carrying out their duties
- Devise timetables for activities and duty staff and ensure that this is adhered to
- Record staff lateness, illness and absence
- Lead morning assemblies and weekly staff meetings
- Hold end of course face-to-face appraisals for all staff
- Produce end of course student certificates
- Report welfare and child protection issues to the Safeguarding Lead/Head of Welfare (HoW)

- Complete risk assessments and take all necessary steps to minimise any risk and report any concerns/feedback to the Coordinator
- Ensure incidents are reported and incident forms are completed
- Act as “Group Leader” for individual students who come without a responsible adult
- 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 Welfare (HoW) on all transfers
- Liaise with Woodbridge staff on a daily basis
- Liaise with the Coordinator/Summer School Office on a daily basis
- Ensure that feedback from all parties is collected, reviewed, and forwarded to the Coordinator
- Work with the HoA to ensure that the budget is adhered to
- Maintain the inventory of resources and make recommendations for future purchases
- Maintain the weekly petty cash spread sheet and send it to the Coordinator and Accountant
- Maintain the weekly staff payments spreadsheet and record any overtime/absence to the Coordinator on a weekly basis
- Together with the HoA, 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 HoA in his/her absence
- Cover for sick/absent teachers as necessary, for as long as is reasonably practical
- Lock up the main building, as required
- Carry out all reasonable duties as recommended by the Coordinator
- 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

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 Woodbridge School on Saturday before the start of the course
- Manage and assist with set up on the Friday before the start of the course
- Successfully complete an online Safeguarding course and provide certificate
- Successfully complete an online Fire Safety course and provide certificate
- Successfully complete a First Aid Course

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the 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: 5 July – 2 August 2020 (4 weeks)

SALARY: £650 per week (+ 12.1% statutory holiday pay, paid in the final week)
£550 for preparation week (22 June – 26 July)

TIME OFF: One day per week (Saturday)

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.

PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Understanding of safeguarding issues and Prevent Duty
- Eligibility to work in the UK
- Over 18
- DELTA or equivalent
- First degree or equivalent
- Experience working with Young Learners
- Experience coordinating and leading a team
- Ability to motivate staff
- Ability to deal with difficult situations
- Ability to make sound decisions
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Good working knowledge of Microsoft programmes
- Willingness to work evenings and Sundays as required

Desirable:

- Experience of working at a residential summer school
- Valid, enhanced DBS certificate for the child workforce
- First aid training

PERSONAL QUALITIES

Essential:

- Professional attitude
- Willingness to be flexible
- Strong problem-solving skills
- Ability to remain calm under pressure
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Tactful and diplomatic
- Self-confident
- Patient
- Initiative and innovative