



**Assistant Director of Studies
(Residential)
JOB DESCRIPTION 2024**

ABOUT STAFFORD HOUSE

Stafford House has over 70 years' experience in providing international students with great English language study experiences in the UK. Our mission is to educate, inspire and help our students enjoy our locations, empowering them with confidence to realise their personal potential. Stafford House comprises 2 brands, Stafford House International and Stafford House Study Holidays.

Stafford House Study Holidays offers study experiences in the summer in a variety of locations, including our CATS Global Schools locations globally and partner summer venues at prestigious boarding schools and universities. We also offer a variety of non-ELT summer programmes studying Arts, Sciences and Business.

Stafford House International has 3 year-round locations in Cambridge, Canterbury, and London. These schools benefit from being co-located with other schools in CATS Global Schools allowing us to deliver a high-quality service to students and staff. We deliver our signature Professional Certificate courses and Business English programmes in London and IELTS preparation in all three locations and our General English programme is enhanced by our module courses in the afternoons in all three locations. All three schools deliver programmes from groups booked through Study Holidays throughout the year.

We offer a true experience for our students, and it takes dedicated and special employees to help deliver that. Our 'Lions' are part of the Stafford House family from the start as we quickly integrate people into the team and look to build individuals skills to allow them to truly excel in their role and push on to greater things. Once a lion, always a lion!

Assistant Director of Studies (ADOS)

- Assisting the Director of Studies (DOS) in delivering an academic programme of the highest standard so that students derive the maximum benefit from their course
- Ensuring that lessons and activities are integrated, following our syllabus and guidelines
- Assisting in the management of the academic team
- Teaching a part-time timetable of 15 hours per week
- Ensuring the safety and welfare of all the students at all times
- Ensuring that a high-quality programme is delivered, working alongside other members of the management team

Department: Academic

Reports to: Director of Studies

Contract: Temporary, fixed term

Hours: 55 hours over 6 days per week

Salary Scale: £629.20 per week + *holiday entitlement

Emergency Phone – up to *£40 per week (£20 per night payments for emergency phone cover – anticipated 2x per week)

Loyalty Payments (if applicable) - *£20 - 43 per week

*paid at the end of your contract

YOUR PROFILE AND RESPONSIBILITIES

Management

1. Support the Director of Studies in the academic management of the teaching programme.
2. Support the Director of Studies in the management of the teaching team and their performance.
3. Assist the DOS in leading the Staff Induction Day, usually one or two days prior to the students' arrival.
4. Establish and maintain open communication among staff, with clients and Head Office.
5. Represent Stafford House positively in all conversations with clients, staff, and the host centre.
6. Liaise with the Activities Manager to organise the rota for teachers' supervision of the activities programme, under the direction of the DOS.

Academic

7. Teach 15 hours a week, and up to 30 hours if required.
8. Be familiar with British Council and English UK guidelines (documents available on site) and ensure academic management achieves and maintains the standards set out in these guidelines.
9. Establish 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, and certificates.
10. Be proactive in offering support to teachers before it is requested and conduct observations and appraisals during the course.
11. Monitor and be responsible for all academic resources and equipment, in consultation with the DOS.
12. Organise pre-booked Trinity Spoken English Examinations (if applicable).
13. Assist with the planning and implementation of weekly staff meetings and seminars.
14. Assist with the setting up and closing of the centre, pack and return all stock and equipment according to guidelines.

Welfare

15. To have read and understood the DOS Handbook, supervision manual and staff handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
16. Take on Student Welfare Officer duties as and when required, as designated by the Centre Director.
17. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
18. Carry out mealtime and free-time supervision duties on a rota basis and if residential, lights out supervision duties.
19. Carry out nighttime duties on a rota basis (10 pm to 1 am), usually 2 – 3 times a week.

Other duties

20. Attendance at our Management Training Weekend is mandatory (usually mid-June in Canterbury).
21. Participate in scheduled activities, events and excursions as necessary.
22. In consultation with the DOS, hold Group Leader workshops for up to 3 hours per week (depending on demand). These may be on British culture, an update of teaching practices and resources or an exchange of problems, solutions and ideas.
23. Additional duties as required.

ABOUT YOU

Essential

- Educated to degree level
- Level of spoken and written English equivalent to CEF level C2/CPE/IELTS 8.0
- RSA CELTA **or** Trinity TESOL Certificate **and/or** Qualified Teacher Status (QTS) in English or MFL, or equivalent*
- Experience of working with children
- Three years' full time EFL experience
- Effective management skills
- Proven competence in academic leadership
- Proven competence in administration
- Computer literate
- Able to adapt quickly to change
- Effective communicator
- Enjoy working with children and teenagers from other cultures
- Enthusiasm
- Professional appearance

Desirable

- RSA DELTA **or** Trinity College London Licentiate Diploma in TESOL **or** PGCE TEFL/TESOL or a taught post graduate course (MA equivalent) in TEFL/TESOL with at least 6 hours of supervised teaching practice
- Current First Aid certificate**
- Previous ADOS or Senior Teacher experience
- Previous summer school experience
- Previous residential experience

COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to diversity, inclusion and belonging. Building on our core values – Pioneering, Persevering, People – we pledge to deliver a series of events, guest speakers and focus groups to make CATS Global Schools an employer of choice for all.

ABOUT CATS GLOBAL SCHOOLS

CGS is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Worthgate School, Canterbury and Guildhouse School, London; CATS Academy in Boston; CATS China; Bournemouth Collegiate School, Bosworth Independent College and St Michael's School, Llanelli; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and Study Holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CATS Global Schools are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines. All shortlisted candidates will be required to complete a criminal declaration

form prior to interview and be subject to online checks which may include social media checks in addition to an enhanced DBS check (DBS process paid for by CATS Global Schools), references and if applicable, an overseas police check.