



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

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## 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!

## Director of Studies (DOS)

- Work closely with the other members of the management team, ensuring that a high quality programme is delivered, following our guidelines closely
- Overall management of the academic programme and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring that lessons and activities/excursions are integrated, following our syllabus and guidelines
- Safety and welfare of all students at all times
- Teach when necessary

**Department:** Academic  
**Reports to:** Centre Director, Academic Department at Head Office  
**Contract:** Temporary, fixed term  
**Hours:** 60 hours over 6 days per week

**Salary Scale:** (Bands are decided by the size and complexity of the centre)

Band 1 Director of Studies - £741.51 per week + \*holiday entitlement

Band 2 Director of Studies - £706.00 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\*

Board + accommodation provided.

\*paid at the end of your contract

## YOUR PROFILE AND RESPONSIBILITIES

### Academic

1. Manage the Academic Programme according to Stafford House Summer guidelines and procedures.
2. Ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons, according to our guidelines.
3. Be proactive, offering support to teachers before it is requested. Guide newly qualified staff in preparing lessons.
4. Write course outlines as and when required.
5. Observe and appraise all teaching staff and give regular, documented feedback on performance.
6. 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, records of work and certificates.
7. Monitor integration of the teaching and activities programmes.
8. Monitor and be responsible for all academic resources and equipment.
9. Run weekly staff meetings and seminars corresponding to the needs of the teachers.
10. Organise pre-booked Trinity Spoken English Examinations (if applicable).
11. Teach when necessary e.g. teacher absence/sickness/low student numbers.

## Management Responsibilities

12. Actively support fellow management colleagues, i.e. Centre Director, Activities Manager and Welfare and Accommodation Manager, and Senior Academic Management to ensure effective running of the centre, and where need be, undertake non-academic management responsibilities.
13. Along with the rest of the management team, lead the staff induction day, usually one or two days prior to the students' arrival.
14. Establish and maintain open communications among staff, with clients and Head Office.
15. Liaise with the Activities Manager to organise the rota for teachers' supervision of the activities programme.
16. Organise Group Leaders sessions for up to 3 hours per week on request. These may be on British culture, an update of teaching practices and resources or an exchange of problems, solutions and ideas.
17. Deputise in the Centre Director's absence.
18. Maintain accurate staff records, including staff payroll and rota.
19. 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. Co-operate with any British Council Inspection procedures.
20. Write weekly reports to be submitted every Monday, and a final report to be submitted to Head Office within five days of the centre closing.
21. Establish and maintain open communication between the centre, clients, and Head Office.
22. Represent Stafford House positively in all conversations with clients, staff, and the host centre.

## Welfare

23. To have read and understood the DOS manual, 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 follow the school rules.
24. Assist in the programme of student supervision. All members of the CMT 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 (10 pm to 1 am), usually 2 – 3 times a week.
25. Take on Student Welfare Officer duties as and when required, as designated by the Centre Director.
26. Ensure that all Stafford House Health & Safety policies are implemented and monitored.

## Other duties

27. Attendance at the Management Training Weekend is mandatory (usually mid-June in Canterbury).
28. Run weekly staff development sessions for teachers.
29. Additional duties as required.

## ABOUT YOU

### Essential

- Educated to degree level
- RSA DELTA or Trinity College London Licentiate Diploma in TESOL or PGCE TEFL/TESOL or Post graduate taught course (MA equivalent) in TEFL/TESOL, including at least 6 hours of supervised teaching practice\*
- Level of spoken and written English equivalent to CEF level C2/CPE/IELTS 8.0
- Over 3 years of 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 countries
- Enthusiasm
- Professional appearance

### Desirable

- First Aid certificate\*\*
- Experience of working with children
- Previous DOS experience
- Previous summer school experience
- Previous residential experience

\* Please consult with us on acceptable qualifications

## 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.