

SBC DIRECTOR OF STUDIES (RESIDENTIAL)

JOB DESCRIPTION

ABOUT SUMMER BOARDING COURSES

Since 2009, SBC International (SBC) has welcomed Young Learners, aged between 8 and 17 years old, from **151 different countries** to study our courses in some of the most prestigious academic institutions in the UK, including Eton College and Oxford University.

SBC is committed to providing our students with an exceptional experience. To create the global citizens of tomorrow, we guarantee a truly multinational learning environment which encourages cross-cultural learning, collaboration and friendship.

SBC is the first, and currently only, summer school provider in the UK to have achieved a perfect 15 Areas of Strength in a British Council inspection. In the EL Gazette ranking tables for UK Junior Courses, SBC has been ranked Number 1 in 2018, 2019, 2020 and 2021. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

Whilst international travel restrictions have been in place, we have worked closely with a number of boarding schools to provide holiday courses for their students who have been unable to return home. We look forward to utilising this experience to provide a safe, secure, and enjoyable experience for our students and staff in the coming year.

Ways we support our Managers:

- Fully paid DBS check
- Paid attendance to pre-course Management Training
- Extensive, paid, on-site training prior to student arrival
- All meals and accommodation included
- CPD and Appraisals
- Staff Wellbeing Programme
- Continual support for **all** staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and working with international children training
- Professional, fun and supportive environment

THE ROLE

Based residentially at one of our summer schools or colleges, the DoS works six days out of seven and will usually have one full day off per week. The DoS of an international residential summer school will have a passion for the subject and genuine enjoyment of working with young international learners. Although the DoS's main responsibilities concern the Academic Programme, the DoS will also be expected to have an awareness of all aspects of the management of the course and be willing to address situations whenever they arise.

The DoS is responsible to the Summer School Director or College Principal

Main Duties:

- Take overall responsibility for implementing and monitoring the performance of the Academic Programme
- Organise all aspect of the weekly academic presentation competition, known as the 'Time to Shine', following the procedural notes and guidance given by the Academic Management.
- Attend SBC Management Training prior to arriving at the school, in order to be familiar with all aspects of the relevant SBC courses to be delivered at their site.
- Be responsible for pre-arrival academic setup and effectively induct teachers at the beginning of the course
- Set up the Teachers' Preparation room with appropriate signage and maintain it as a functioning workspace

- Organising the students into classes and informing students and teachers of their classes and levels.
- Support, manage and guide teachers through lesson observations, feedback and workshops
- Fulfil all administrative duties as directed
- Keep clear and accurate records of class attendance and work covered
- Hold daily teachers' meetings
- Carry out lesson observations and feedback
- Carry out regular teaching workshops and ideas sessions
- Ensure appropriate standards of student discipline are maintained
- Deal sensitively with enquiries on classes and levels
- Teach when necessary to provide cover for absent teachers
- Ensure reports and leavers' certificates are produced on time
- Organise the Intensive English classes in the afternoons, if applicable
- Provide feedback on the SBC syllabus and academic processes at the end of the summer

General Duties:

All members of staff have a general duty to care for students at the college and as such will be expected to carry out the following duties:

- Work closely on a daily basis with the other members of the management team to ensure the successful running of the school
- Assist with arrivals and departures, welcoming students and parents at the school
- Communicate with parents via e-mail, over the phone and face-to-face in a friendly and professional manner, handling any enquiries and requests efficiently
- Assist with welfare and pastoral duties including house, meal-time and evening duties when required
- Have an awareness of all aspects of the management of the summer school and how the Academic Programme fits in with other parts of the programme
- Act as a representative of SBC and the school in the absence of the Summer School Director or College Principal
- Assist with any unexpected situations, should they arise

EXPERIENCE REQUIRED

Essential

- Educated to degree level or equivalent
- Possess a TEFLQ qualification
- Have considerable TEFL experience
- Experience of managing staff in an educational capacity
- Previous residential summer school experience essential

Desirable

- Experience of residential international summer schools
- Experience of the UK boarding environment
- Experience of working within the education sector

HOURS OF WORK

Due to the nature of the role, the Director of Studies' working week is not divided into sessions like other summer school staff.

The Director of Studies will normally have one day off per week.

CONTRACT INFORMATION

Our courses run from the beginning of July to the middle of August. Please see our website for the exact dates and more information. <https://summerboardingcourses.com/work-for-us/>

Remuneration: Paid weekly, one week in arrears. The rate for Directors of Studies is **£800*** per week. Food and accommodation are included for all residential SBC staff.

**Experience Dependant*

SBC PERSON SPECIFICATION

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

TO APPLY

Please apply online at: <https://summerboardingcourses.com/work-for-us/>

Any questions may be directed to us at: recruitment@summerboardingcourses.co.uk

SHOULD YOU BE SUCCESSFUL

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will provide the details of two recent and relevant referees who we will contact
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if living outside the UK
- You will be asked to sign the Children's Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children
- Official identification and certificates (either originals or certified copies) will be required for our records

SBC SAFEGUARDING STATEMENT

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.