



**YOUNG
LEARNERS**

Embassy Summer Director of Studies

EC English Language Centres **Helping students succeed in a global community**

EC offers superior English language programmes in the top English-speaking destinations around the world, together with French in Montreal. Our world-class facilities and an outstanding team have allowed us to evolve into a globally recognized and trusted brand. Our vision is to maintain our growth while helping students from all over the world succeed in a global community.

EC has a Young Learners division which incorporates EC Academy, EC Study Tours and Embassy Summer and welcomes students from over 140 countries helping them to improve their language skills, meet new friends and take part in a wide range of activities and cultural excursions that will help them develop important life skills.

Position Summary:

The Director of Studies is the main lead for all areas of Academics and is responsible for the successful delivery of the Academic Programme and development of students.

Key Responsibilities:

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations
- Support, monitor and develop teachers to ensure that they can deliver the academic programme
- Ensuring students are inducted, placed and receive enjoyable instruction and appropriate certification
- Play an active role in the development of student's life skills throughout their Embassy Summer experience

Specific duties include:

- Keep the Centre Manager informed of the academic programme on a regular basis
- To conduct continuous enrolment student placement testing
- Liaise regularly with the Academic Coordinator to ensure that the academic programme is being followed
- To oversee and maintain educational administration including the completion of student questionnaires and their analysis
- To help organise, hold and minute regular staff meetings, administration, attendance and reports
- Forward planning: students, courses, ratios, teachers
- Managing teaching resources and maximising interactive material use
- To conduct teaching observations and feedback sessions
- To deliver Teacher workshops
- To teach as required
- To promote team spirit at all levels and ensure full communication with all employees within the Centre
- In-centre liaison, including with Activity Management, to ensure an integrated Academic & Activity programme
- To support other managers and carry out other duties as assigned
- To carry out emergency duty (on a rota basis)

Organisational Compliance:

The job holder will be expected to operate in accordance with the company's Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters.

Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training

Education Required:

- Educated to Degree Level or equivalent (Level 6 Qualifications and Credit Framework)
- DELTA, Trinity Lic. Diploma in TESOL (Level 6/7 of the Qualifications and Credit Framework)
- Or MA in ELT / TESOL (provided that they meet the validation, entry requirements, teaching practice and input criteria)

Experience Required:

- 2-3 years' teaching experience
- Excellent IT skills including knowledge of Microsoft Office and using Excel effectively



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Experience Desired:

- Experience of working with juniors
- Experience of the CEFR in student placement and process
- Management experience in a summer school or boarding school and previous residential work experience

Personal Attributes

- Ability to lead and inspire teachers
- Excellent organisational and communicational skills
- Excellent Interpersonal skills
- Ability to work under pressure
- Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Demonstrates emotional resilience in working with challenging behaviours
- Demonstrates a positive attitude to the use of authority and maintaining discipline
- Demonstrates the ability to adapt teaching styles to suit the style of short summer courses
- Demonstrates creativity and energy and a positive commitment to the role