

Job Description

JOB TITLE: YL Director of Studies

REPORTS TO TITLE: Head of Academics

BUSINESS FUNCTION/ SUB-FUNCTION: Academic

LOCATION: Dubai

INTRODUCTION:

English Path is part of Global Education Group which also includes the largest and fastest growing higher education college in the UK; GBS. English Path is the largest new chain school in the UK with five schools in London (West London and Canary Wharf), Manchester, Leeds and Birmingham. EP also has a school in Dubai and Malta. EP is unique in that it offers its international students the chance to mix with UK students thanks to its positioning on all GBS's university style campuses. EP and GBS are part of Global Education Group. Find out more here: www.englishpath.com and www.globalbanking.ac.uk. Young Learners can join EP in Winter, Spring and Summer in Malta, London, Essex and Dubai.

MISSION:

To provide high-quality, motivating English courses that stimulate and challenge students so they can learn, grow, and excel.

VISION:

To change lives through education that makes a fundamental difference to living standards and access to learning.

ROLE PURPOSE:

To be responsible for the overall smooth running of the academic programme at the summer camp ensuring the team of teachers produce a language learning experience according to our syllabus and the programme's safe operation for both students and staff. To ensure all necessary paperwork and academic admin, such as filling in registers, writing reports is completed and lead academic meetings.

ROLE and RESPONSIBILITIES :

You will have a natural talent for creating a positive and enthusiastic team to deliver a high-quality academic programme to ensure YL satisfaction. You must show the best of your admin, teacher support skills and the flexibility to timetable and work in multilingual and vibrant environment. You will also be expected to provide excellent customer service to all stakeholders, including Group Leaders, Coach Drivers and kitchen staff. As part of a great team, you'll be supported to grow and encouraged to explore new career directions within the business and the wider group. And, because you'll be inspiring great things for our customers and the whole business, you'll do work worth caring about.

1. Oversee academic programme and curriculum of the centre
2. Support and promote the academic values of English Path to our group leaders and students
3. Lead and monitor academic team performance and provide constructive criticism and/or development plans where necessary

4. Manage the timetabling of lessons and allocation of classrooms and teachers
5. Lead teacher observations and training sessions at the centre level
6. Promote safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved
7. Help provide emotional and pastoral care for all students and promote their mental and physical wellbeing at all times.
8. Ensure customer satisfaction with the activity and excursion programme
9. Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations
10. Any other reasonable/appropriate duties

Required Knowledge, Skills, and Experience

Essential

- First degree or equivalent
- CELTA/CertTsol, DELTA, Trinity Dip TESOL or equivalent at Master's level desired.
- Management experience of all year-round school /summer school.
- Minimum of 5 years teaching experience including time with teenagers
- Excellent English language knowledge and an in-depth understanding of teaching methodology in a multi-lingual environment essential.
- Structured and creative approach to lesson planning
- A desire to continue to develop professionally and help support and develop less experienced teachers.
- Experience providing support and feedback
- Ability to work with classroom technology with ease and creativity.
- Professional conduct in all interactions with staff and students.
- Flexibility and a positive attitude
- Attention to detail and accurate reporting.
- Ability to maintain thorough and organised student records.
- Ability to work under pressure, plan and prioritise own workload
- Highly motivated and able to work with minimum supervision.
- Excellent communication skills.
- Ability to work with diverse groups of people and enthusiasm and commitment to working as a team

Desirable

- Young Learners teaching qualification
- First aiders and applicants with coaching qualifications are particularly welcomed

Working Hours

Summer Centre Staff are expected to work 40 hours per week, 6 days a week including weekends and with one day off usually during the week.

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed to our Designated Safeguarding Lead.