

Job Title	Director of Studies (Residential Position)	
Camp	XUK English	
Location	St Joseph's College, Ipswich	
Reports To	Camp Manager	
<p>XUK English Summer School</p> <p>Run by Xkeys Ltd, who have been running safe & fun school holiday day & residential camps for nearly 20 years, XUK English offers exceptional English lessons, exciting activities, excursions and trips for students aged 9 – 17.</p>		
<p>Job Overview</p> <p>Ensure that XUK English is providing a quality language program.</p>		
<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Your primary responsibility is to promote the safeguarding and welfare of the children in our care. Full safeguarding training will be provided. You must advise only your Designated Safeguarding Officer (DSO) of any safeguarding concerns. ▪ Build a good rapport with the students, promoting the use of English ▪ Compose teacher and class timetables ▪ Organise language assessments ▪ Provide supportive and effective leadership to ensure teachers are delivering quality lessons ▪ Address students' behavioural and emotional issues suitably, acting as a disciplinary layer ▪ Develop professional interpersonal relations with your team so that they feel you are approachable ▪ Lead team meetings, providing feedback on key strengths and areas to improve ▪ Observe lessons and assist with planning where necessary ▪ Be flexible within working practices of the setting, undertaking other duties where needed, e.g. teach when necessary due to teacher absence/sickness/low student numbers etc. ▪ Assist in planning of trips, excursions and airport transfers ▪ Perform all job duties in compliance with established policies ▪ Ensure yours and your teams required administrative tasks (reports, risk assessments etc.) are thoroughly and correctly completed. 		
<p>Person Specification and Skills</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ DELTA or recognised equivalent ▪ Management / Supervisory experience ▪ Motivated and energetic team player and leader ▪ Ability to effectively lead a team by offering guidance support and feedback ▪ Interested in working with children/young people ▪ Approachable, resilient, patient and flexible ▪ Can stay calm under pressure ▪ Ability to make the right decision at the right time ▪ Always maintain a professional approach to all duties ▪ Strong organisational and interpersonal skills ▪ Excellent record keeping and planning skills ▪ Great time management skills ▪ Ability to seek help when required <p><u>Desirable</u></p> <ul style="list-style-type: none"> ▪ First aid certificate ▪ Proven experience working with children 		

Reviewed November 2016