



Position: Director of Studies (Residential)
Camp: XUK English, St Joseph's College, Ipswich, IP2 9DR
Pay: £420 – 550 per week
Reports to: Camp Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ You should be willing to share accommodation with other staff members.

Responsibilities *(for further details see 'Management Responsibilities')*

Set up & Training

- ✓ Organise classrooms and resources. Ensure staff are trained and prepared sufficiently.

Kids and Staff in Correct Level

- ✓ Organise placement tests, grouping campers according to level and then age.

Staff Meetings & Planning

- ✓ Meet regularly with your team and ensure a productive environment for planning.

Maintain Lesson Quality

- ✓ Provide ongoing training and support (e.g. checking plans, observing lessons and feedback).

Addressing Concerns

- ✓ Respond to and address staff concerns. Liaise with Camp Manager if required.

Writing Competition

- ✓ Organise a weekly writing competition.

Orchestrate Afternoon Lessons

- ✓ Monitor student attendance, organise staffing and monitor lesson quality.

Study Trips

- ✓ Organise groupings, resources and staff responsibilities.

Reports/Certificates

- ✓ Ensure reports are written by staff identifying students' strengths and areas for improvement.

Camper Leaver Questionnaires

- ✓ Organise, distribute and action points arising from the questionnaires.

Essential

Proven Experience

- ✓ CELTA or recognised equivalent
- ✓ Management / Supervisory experience
- ✓ Experience working with children / young people
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

Leadership Skills

- ✓ Communicator, organiser, decision maker, motivator and record keeper

Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible



Desirable

- ✓ DELTA or recognised equivalent
- ✓ First Aid certificate
- ✓ Safeguarding certificate with DSL responsibility

Reviewed October 2018