



**Position:** Director of Studies (Residential)  
**Camp:** XUK English, Dauntsey's School, SN10 4HE  
**Pay:** See separate list  
**Reports to:** Camp Manager

## Overview

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- ✓ 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.
- ✓ The application process for this position may require a second interview stage.

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

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### 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 Morning (XUK English) & Afternoon (all camps) Lessons

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

### 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

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### 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

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- ✓ DELTA or recognised equivalent to TEFL-Q Level
- ✓ First Aid certificate
- ✓ Safeguarding certificate with DSL responsibility

