

Assistant Director of Studies

Job Description 2023



Job Title: Assistant Director of Studies (ADOS)

Line Manager: Director of Studies, Summer Centres Director

Pay Rate:

ADOS1= £600= Not worked for CH before but with related experience

ADOS2=£630= Not worked for CH before but with closely related managerial experience especially with summer centres/ Worked for CH before at smaller centre

ADOS3=£680= Worked with Churchill House previously at larger centre

+12.07% holiday pay. Salary is paid weekly in arrears and the final salary payment includes accrued holiday pay.

We also pay a completion bonus at the end of the contract. This is only paid to employees who complete their full contract.

Returner Bonus: Managers who worked for Churchill House previously will receive a £100 Returner Bonus, paid with their first payroll.

General Overview

The Assistant Director of Studies is responsible for supporting the DOS in delivering a high-quality academic programme as part of our residential course. The ADOS supervises, line-manages and supports a team of teachers, working alongside the DOS. The ADOS also plays a key role in the management structure of the centre, supporting the Centre Manager, helping with pastoral care duties and implementing CHSC policies and procedures.

General Duties and Responsibilities

- Ensuring that CHSC customers – Group Leaders and Students – receive good customer service from the point at which they arrive at the centre until the point at which they leave the country, particularly relating to the academic programme
- Representing the company professionally at a local level, implementing company policies/instructions and effectively/accurately communicating them to staff, customers and the venue as necessary
- Act as key point of contact for all customers on-site, both Group Leaders and individual students, relating to academic matters, working alongside the DOS. Hold regular meetings to gain their feedback and take pro-active, positive action to address any issues that they may have
- Line-managing and motivating the teaching team, providing support as necessary. As teachers are actively involved in the activity programme, this may mean liaising with/supporting the Activity Manager
- Ensuring that all CHSC HR policies are carried out fully, including:
 - Carrying out a full induction of centre staff, using the CHSC materials

- Managing and supporting staff effectively
- Completing identification checks and induction paperwork for all staff on arrival at induction
- Giving accurate feedback to Head Office on all staff according to CHSC procedures, so that we can make future employment decisions and produce meaningful references for staff
- Managing the production of a staff rota and ensuring that the HR resources of the Centre are utilised in an equitable manner. The rota should provide adequate staff to supervise and manage centre activities at all times, in lines with CHSC policy
- Liaising with the host school, particularly on issues relating to the classroom area e.g. room availability/condition, student discipline/supervision, fire drills
- Student welfare/behaviour
 - Ensuring that students are supervised at all times
 - Ensuring that student behaviour is of the required standard and that non-accidental damage is kept to a minimum
 - Implementing the Safeguarding Policies in support of the Centre Manager
 - Taking steps to ensure the safety and welfare of all students and staff at all times
- Ensuring the safety of all students and staff by implementing and managing CHSC policies on Health & Safety; fostering a positive attitude to H&S amongst all staff, group leaders and students, reporting H&S issues to the Centre Manager/HO as necessary
- Gathering, checking and recording feedback questionnaires (mid-course and on departure) from all students, Group Leaders and teachers. Any negative feedback must be investigated, followed up and escalated to HO
- Ensuring that all stipulated paper work is submitted to Head office on or before the deadlines set
- Establishing and maintaining effective communication between the Centre, the clients and Head Office
- Teaching as required

Specific Duties

- Managing placement testing and allocating students to appropriate classes for their level/age, operating within HO guidelines on class numbers
- Ensuring that the academic programme is delivered to the high standard required by CHSC
- Helping plan the academic timetable
- Provide support and personal development to the teaching team, including conducting weekly training sessions
- Monitoring and controlling the quality of the teaching programme e.g.
 - Checking teachers' lesson plans and schemes of work
 - Conducting formal and drop-in observations
- Running Group Leader English lessons
- Ensuring that the academic programme is managed in accordance with standards set in the British Council Accreditation Handbook. Co-operate fully with British Council inspection teams if necessary
- Maintaining accurate records for academic and staff management, using the CHSC DataStore database package where applicable (e.g. registers, class records etc.)

Pastoral Care

- All members of staff will be required to complete pastoral care/supervision duties such as House time and meal duties
- ADOS will be expected to cover at least three lights outs, three night duties and three meal duties a week

Hours of Work

Assistant Directors of Studies receive one day off per week on average. The nature of the job requires CHSC managers to be flexible and willing to address situations whenever they arise. Hours can be unsocial and may include early/late starts and split shifts. The ADOS must remain on call in their accommodation buildings at night-time except on their days off.

Travel Costs

Churchill House accepts no responsibility for any travel costs incurred by staff to start/end their contract. Unless specifically directed to do otherwise by Head Office, for all management employment contracts start in Ramsgate (for management training) and end at their final designated centre.

Training

It is a prerequisite of employment that all management staff attend the management training sessions in Ramsgate (Dates TBC). This training session includes their statutory induction. Accommodation will be provided. In addition, all management staff will receive a job-specific management manual, detailing their role and company procedures. Full details of the training sessions will be sent at a later date. All managers are required to read and understand their manual fully and implement the procedures contained within. One way travel direct travel will be provided between Ramsgate and the initial designated centre.

How to Apply

To apply for this position please send a covering letter/email and C.V to recruitment@churchillhouse.co.uk

Person Specification – Assistant Director of Studies

Criteria	Essential	Preferable
Personal Attributes	<ul style="list-style-type: none"> • Professional attitude towards work. • Ability to make decisions quickly and calmly • Confidence • Good Communicator • Ability to lead a team of people effectively • Ability to prioritise tasks during busy periods • Problem solving 	
Attainments/Competencies	<ul style="list-style-type: none"> • Management ability • Able to organise their own work/time, and that of others • Basic administration skills • Ability to speak clearly and coherently in English to large groups of people • Basic understanding of Microsoft Office (Word, Excel etc.) 	<ul style="list-style-type: none"> • Good understanding of Microsoft Office
Qualifications	<ul style="list-style-type: none"> • An English (EFL) teaching qualification which matches the British Council TEFLQ standard e.g DELTA, DipTESOL, MA TESOL • Degree level or above general education 	<ul style="list-style-type: none"> • First Aid
Previous Experience	<ul style="list-style-type: none"> • Experience of residential summer schools • Experience of working with children • Experience of supporting teachers in a YL environment 	
Physical Abilities	<ul style="list-style-type: none"> • Ability to cope with working irregular hours (not 9 to 5) • Ability to work in different buildings in a widespread campus environment 	

WE RESERVE THE RIGHT TO AMEND OR ADD TO THIS JOB DESCRIPTION IN RESPONSE TO COMPANY NEEDS

Safer Recruitment Statement

Churchill House is committed to providing a safe, secure environment for its students and expects all employees to have a positive attitude towards the care of students and play a full role in implementing all our Safeguarding policies. As part of our Safeguarding policy we operate a Safer Recruitment policy which aims to ensure that employees are suitable people to work with children and young adults before employing them in our organisation.

As part of our safer recruitment policy all applicants will be required to:

- Submit a full chronological CV. You will be required to explain any gaps in your employment history.
- All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors. Providing false information on this form is a criminal offence under UK law.
- All employees will be expected to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records.
- Overseas residents will be required to provide a recent certificate of good conduct (COGC) from the relevant local authority in their country of residence.
- Provide suitable references (see below)
- Undergo DBS checks (see below)

All offers of employment are subject to the successful completion of this process. Any failure of the employee to provide accurate and timely information could result in their contract being cancelled with immediate effect.

Reference checks

All applicants will be asked to provide the contact details of suitable professional referees who have knowledge of your work and personal conduct. These referees should be your most recent employers, wherever possible, but we may also approach your other former employers. Personal references are not usually acceptable. All references will be taken up before employment and they will be asked specifically about your suitability to work with under 18 year olds.

New applicants to Churchill House will be asked to provide two referees. Returning staff, who worked for the company in summer over the last two years will be asked to provide one referee who must be able to give an up to date reference

Background checks for overseas residents

All non-UK residents and non-UK nationals will be required to provide a recent Certificate of Good Conduct (COGC) from the relevant local authority in their country of residence/origin.

DBS checks

All employees are required to have a valid Enhanced DBS certificate, regardless of whether you are a UK resident or not.

Employees who have subscribed to the DBS update service and can also provide us with the original DBS certificate for checking are not normally asked to undergo a new DBS check, provided that the certificate

covers the contracted role. All other employees must undergo an Enhanced DBS check for which they will be asked to contribute 50% of the cost (£24.40), deducted from the first payroll.

Failure of the employee to complete the DBS application in good time could result in the immediate cancellation of the contract, though employees who have completed the application and are at the final stage of processing (awaiting final certificate issue) may be employed in a more restricted role with additional supervision until the certificate is issued. Continued employment under such arrangements is at the discretion of the Summer Centres Director and will be reviewed weekly.

DBS checks returned with adverse information (i.e. a criminal record) will be assessed according to our Safeguarding policy and a decision made by the Summer Centres Director as to whether the person can be employed. Should the person already be working for Churchill House they will be suspended without pay and asked to leave campus until the issue is investigated to the company's satisfaction.

Data Protection Statement

All personal information gathered by Churchill House about applicants and employees will be handled in the strictest confidence and protected according to this policy.

All applicants will be asked to provide information that will allow us to make decisions about your employment. If, for whatever reason, you are not subsequently employed, all information relating to your application (including emails, forms and submitted documents) will be deleted completely by the end of the calendar year.

Churchill House will review and reduce employee data in HR systems at the end of each calendar year. If you are not subsequently re-employed your data (including emails, forms and submitted documents) will be reduced to that required to provide a suitable reference for a maximum of 5 years, though information relating to payroll and Safeguarding will be kept in line with UK legal requirements.