

Job Description: Summer School Director of Studies (DoS)

Location: London & Cobham, United Kingdom

Contract Type: Fixed-Term, Seasonal (Summer Programme)

Reports to: Centre Manager

Hours: Full-time, including evenings and weekends as required

About Us

Home & Away Education provides English language courses and cultural programmes for international students. Our summer school combines high-quality English tuition with a lively activities and excursions programme, ensuring a safe, enriching, and unforgettable experience.

Position Overview

The Director of Studies (DoS) is responsible for the academic management and quality of the English language programme within the summer school. Leading a team of EFL teachers, you will ensure that lessons are engaging, student-centred, and aligned with syllabus and accreditation standards. The DoS works closely with the Centre Manager and other senior staff to deliver a successful programme that integrates both academic and pastoral elements.

Key Responsibilities

Academic Leadership & Quality Assurance

- Oversee all aspects of the academic programme, including placement testing, class allocation, lesson planning, and assessment.
- Ensure that teaching meets the standards required by the organisation, accreditation bodies (e.g., British Council), and student expectations.
- Support teachers in delivering communicative, engaging, and inclusive lessons.
- Monitor student progress through assessments, feedback, and reporting.

Staff Management & Development

- Recruit, induct, and manage the team of EFL teachers.
- Provide regular support and guidance through observations, feedback, and mentoring.
- Lead academic meetings and professional development sessions.
- Ensure all teachers are confident with safeguarding and welfare responsibilities.

Student Experience & Safeguarding

- Oversee student placement testing, orientation, and induction.
- Ensure students receive a positive, safe, and rewarding classroom experience.
- Handle academic-related welfare issues and liaise with the Welfare Manager where appropriate.
- Maintain accurate academic records, including attendance, progress reports, and certificates.

Operational & Administrative Duties

- Organise and oversee timetabling to balance teaching loads and meet contractual hours.
- Manage academic resources, including classrooms, course books, and teaching materials.
- Produce end-of-course reports and recommendations for future improvements.
- Collaborate with the Centre Manager, Activity Manager, and Welfare Manager to ensure smooth integration of the academic and non-academic programme.

Qualifications & Experience

- Degree-level education.
- Minimum CELTA or Trinity CertTESOL (essential).
- DELTA, DipTESOL, or equivalent highly desirable.
- Significant EFL teaching experience with young learners and teenagers.
- Previous management or senior academic experience in a summer school or similar short-course context.
- Strong knowledge of safeguarding and welfare in a residential or youth setting.

Key Skills & Attributes

- Strong leadership and motivational skills.
- Excellent organisational and time-management ability.
- Effective communication and interpersonal skills.
- Ability to remain calm and professional under pressure.
- Commitment to safeguarding, inclusion, and student welfare.
- Flexible and proactive approach to problem-solving.

Working Conditions

- Full-time role for the duration of the summer programme.
- Residential option may be available (accommodation and meals provided).
- Evening and weekend work required as part of the management rota.

Benefits

- Competitive seasonal salary.
- Accommodation and full board available (if residential).
- Opportunity to gain leadership experience in an international, accredited summer school setting.
- Supportive team environment with professional development opportunities.