

## **Job Description**

### **Summer School Director of Studies**

#### **Temporary Position**

The Director of Studies will be responsible for the day to day running of the Academic Programme. You will have an excellent awareness of the operation of a summer school and be ready to address any situations as and when they arise.

The role includes;

- Having overall responsibility for managing and supporting the academic team and ensuring the syllabus is used effectively
- Conducting student placement tests and the appropriate classing of new students
- Creating class lists
- Teaching and covering classes when required
- Holding daily teachers' meetings
- Completing administrative tasks
- Preparing leaving certificates and reports
- Being responsible for pre-arrival academic set up and effectively inducting teachers at the beginning of the course
- Setting up the teachers' preparation room with appropriate signage and maintaining it as a functioning workspace
- Supporting, managing and guiding teachers through lesson observations, feedback and workshops
- Keeping clear and accurate records of class attendance and work covered
- Monitoring and recording of students' attendance
- Carrying out lesson observations and feedback
- Carrying out regular teaching workshops and ideas sessions and providing classes/workshops for Group Leaders
- Dealing sensitively with enquiries on classes and levels
- Providing feedback on the syllabus and academic processes at the end of the summer
- Taking the emergency phone overnight on a rota basis with other management staff
- Undertaking any other duties to assist in the day-to-day running of the Summer School

## NCG Expectations of All Staff

- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To live on-site, board and lodging provided as part of the salary package
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, International Group Leader or host site representatives issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, International Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To wear NCG uniform at all times while on duty. Any uniform supplied by NCG is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager.

### **Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.**

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.