



GRIFFITH COLLEGE

<i>Job Title: Director of Studies</i>	<i>Reports to: Manager of Griffith Institute of Language</i>
<i>Location: Cork</i>	<i>Job Type: Permanent</i>

Job Summary:

The Director of Studies (Language Manager) is responsible for Recruitment, management of teaching staff, academic administration, student welfare and academic support.

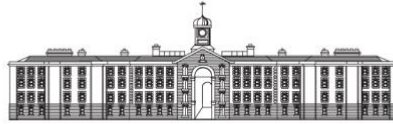
Job Responsibilities:

- Day to day administration:
- Manage student and agent queries
- Liaising with admin re room scheduling
- Attendance recording in line with INIS requirements
- Updating social media platforms
- Carry out student induction including administering placement exam, assisting students with obtaining mobile phone and opening bank account
- Registering students
- Process student cards
- Be available to students outside of college hours for problems re arrivals or pastoral care issues.
- Be available to administer documents to agents should main administration be out of office

Academic management:

- Recruiting new teachers, teacher induction, teacher training and development.
- HR administration, ensuring all HR documents are provided by new teachers
- Teacher observations & appraisals
- Liaise with management re budgeting and numbers
- Liaise with sales team re recruitment to ensure maximum numbers at all times
- Conduct teacher meetings and organising CPD events
- Conduct student feedback
- Organise classes and monitor progress exams
- Maintain ACELS regulations at all times and keep up to date with new policies
- Adherence to College policies and procedures
- Adherence to GDPR regulations
- Assist and manage social coordinator
- Assist and manage exams officer
- Manage teacher absences
- Order teaching materials
- Pastoral care
- Liaise with local immigration office
- Deal with student grievances
- Attend conferences, as necessary

Minimum Education/ Experience Requirements:



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- Bachelor's degree minimum level 7 essential, postgraduate qualification in EFL sector desirable
- Minimum 5 years' consecutive experience in EFL sector & CELTA or equivalent qualification
- Have evidence of CPD
- Strong leadership with excellent oral and written communication skills
- Effective time management, strong attention to detail, ability to multi task
- Experience in working with diverse cultures
- Knowledge of English language examinations (including IELTS and Cambridge)
- Be available for out of hours' work
- Must be legally entitled to work full time in Ireland for any employer

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.
- Hybrid-working opportunities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College. Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland.