

## English Language Director of Studies

### Duties and Responsibilities:

Recruitment and management of teaching staff

Academic Administration

Student welfare and academic support

### Administration:

- Manage enquiries & registrations
- Manage accommodation and transfer documents
- General administration duties

### Academic management:

- Recruiting new teachers
- Managing teaching quality
- Student induction
- Set exams and other assessments
- Maintain ACEL and INIS regulations at all times and keep up to date with new policies
- Manage social coordinator and exams officer
- Pastoral care
- Deal with student grievances
- Attend conferences, as necessary

### Person specification

- Bachelor's degree minimum level 7
- Minimum 5 years' consecutive experience in EFL sector with CELTA 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 / travel