



ASSISTANT DIRECTOR OF STUDIES

LINES Overview

For over 25 years LINES has been providing high quality academic language courses. Our English language courses are accredited by the British Council and are designed to engage and inspire students to improve their language skills whilst making friends and having fun at the same time.

We offer an exciting range of excursions to destinations across the UK from our centres at Downe House (Berkshire) and Queenswood (Hertfordshire) and a programme of sports and activities which is second to none. We also offer pro-activities; professional coaching in football, tennis, golf, horse riding and music, as well as experiences including West End musicals, Harry Potter Studio tours and Thorpe Park.

Job Overview

At LINES we are looking for professional and highly organised Assistant Director of Studies, who **currently have the right to work in the UK** to join our team.

We offer **residential and non-residential positions**, at both our centres. Residential positions include accommodation (own room, shared bathroom) and full board with some access to sports facilities (wherever possible) in your free time.

We welcome applications from individuals who can demonstrate strong administrative and interpersonal skills, a broad range of teaching experience, and the ability to work with and lead a small team.

If you enjoy working with young people aged 10-18 years old, are confident working in a fast-paced, busy summer school and relish the opportunity to work as an integral part of a supportive, friendly and dynamic academic team to create an engaging learning environment for all, we want to talk to you!

Safeguarding

LINES is committed to ensuring the safeguarding of young people and we expect all staff to share this commitment.

All teachers must be able to provide **2 professional references** and provide the required information needed for us to apply for an enhanced **DBS Check** and other suitability checks on your behalf.

You will also be required to complete an online basic **Safeguarding course** before receiving your contract. Full details about all these checks and what you need to do if appointed will be given at interview.



Person Specification

	Essential	Desirable
Legal Requirements	<p>Right to work in the UK</p> <p>Aged 18 or over</p>	
Qualifications	<p>First degree (any discipline)</p> <p>CELTA, Trinity Cert TESOL, BEd/PGCE (Primary Education, English or MFL) with QTS or EFL Level 5 equivalent</p> <p>*We do not accept online TEFL Certificates with no observed teaching practice*</p>	<p>Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL</p> <p>Young Learner specialism e.g. TYLEC, CELTA extension</p>
Experience	<p>Broad range of teaching experience.</p> <p>Previous experience working in a residential setting.</p> <p>Experience of working in a fast paced, intensive environment.</p>	<p>Academic management experience.</p> <p>Experience working with international Children.</p> <p>Knowledge of Cambridge exams.</p> <p>Previous LINES experience.</p>
Skills and Knowledge	<p>High level of competence in ICT for all administrative purposes and for in the classroom.</p> <p>Capacity to work alongside colleagues, and to lead a team effectively and confidently.</p> <p>Excellent organisational, communication and interpersonal skills.</p> <p>Ability to motivate teachers and students.</p> <p>Good administrative skills.</p>	<p>Ability to incorporate British culture into classes and to create cross-curricular links</p>
Personal attitudes and qualities	<p>Committed to safeguarding children and to ensuring their safety and welfare is the priority.</p> <p>Highly organised, with high professional and personal standards.</p> <p>Able to cope with unexpected changes to schedule and routine.</p> <p>Open to receiving feedback to develop new skills.</p>	<p>Culturally sensitive and genuinely enjoys working with young people.</p>



LINES Centre Information

LINES Centre	Staff Induction	Course Dates
Downe House Cold Ash Thatcham Berkshire RG18 9JJ	Tuesday 11 th July – Wednesday 12 th July (Held at nearby hotel)	Wednesday 12 th July – Saturday 5 th August
Queenswood Shepherd's Way Brookmans Park Hatfield Hertfordshire AL9 6NS	Friday 30 th June – Saturday 1 st July (Held at nearby hotel)	Sunday 2 nd July – Saturday 29 th July

Salary and Benefits

Weekly Salary: £582.76 (£520 + 12.07% holiday pay)

- Full board accommodation is provided.
- Induction, paid pro rata.
- Work as a part of a strong team, gain experience working with international students
- Exciting opportunities for professional development

ADoS Duties

- Organise and lead weekly placement testing in conjunction with Head Office.
- Create weekly class lists in conjunction with Head Office.
- Assign teachers to classes.
- Make sure teachers are up to date with administrative procedures including registers, learning outcomes, initial and end of course reports.
- Ensure Head Office receives initial and end of course reports, weekly class photos, end of course certificates and any other information on request e.g. parent request regarding how they child is settling in.
- Hold regular meetings with staff and ensure that major points are included in minutes of the meeting and filed for future reference.
- Communicate regularly with Head Office.
- Communicate regularly with Centre Manager and provide daily updates on problems/successes.
- Be available for teachers to come to you regarding class changes/for advice/to report issues etc.
- Teach/team teach some classes where necessary (depending on student numbers/levels) as agreed with Head Office.
- Induct any new staff who arrive following the start of the course (where necessary).
- Create weekly break duty rotas.
- Arrange/provide cover in the case of teacher sickness.
- Carry out any other reasonable duties.





Pre-Course

- Read the ADoS and Teacher Handbooks and contact Head Office, with any questions you have.
- Make sure you can access LINES syllabus and resources through Google Drive.
- Attend the induction, help lead the Academic Induction (materials provided) and help set up our centre.

Teaching Duties

- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters.
- Follow guidelines in the Teacher Handbook.
- Ensure that when classes are multi-level, those at higher levels are provided with differentiated material appropriate to their needs and abilities.
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible.
- Ensure that tangible learning outcomes are presented to the students at the start of every lesson and every week.
- Help pack up our centre as required.

All LINES Staff must

- Commit to safeguarding and promoting the welfare of all course participants at all times
- Provide the best possible language learning, social and cultural experience for the students
- Work cooperatively with both LINES colleagues and host centre staff
- Follow the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with LINES' Data Protection Policy)
- Complete all documentation as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner so as to uphold the good reputation of LINES

LINES policy regarding alcohol, smoking and substance abuse

You are working with children. Consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

For more information about Lines, please visit www.lines.ac

