



LINES
LEARN TODAY
LEAD TOMORROW



Accredited by the



for the teaching
of English in the UK

ADoS

LINES Overview

For over 25 years, LINES has been a leading provider of high-quality academic English language courses. Our commitment to excellence is reflected in our accreditation by the British Council.

At LINES, we aim to create a vibrant and enriching learning environment where students not only enhance their language skills but also forge lasting friendships and enjoy a fun-filled educational journey.

Our programmes are designed to engage and inspire students, fostering their language proficiency while nurturing a sense of community

Role Summary

We are looking for professional and highly organised Assistant Director of Studies to join our team.

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.

In contrast to some other summer school teaching roles, at LINES, you won't have evening or weekend residential, activity, or airport responsibilities. Your weekends are yours, with your work week concluding on Friday evening and resuming on Sunday afternoon.

We offer both residential and non-residential positions at both of our centres. For residential positions, you'll enjoy comfortable accommodation (with your own room and shared bathroom) along with full board, and, whenever possible, access to sports facilities during your leisure time.

If you take pleasure in working with young people aged 10-18, are at ease teaching in a dynamic, fast-paced summer school environment, and relish the opportunity to collaborate as an integral member of a supportive, amicable, and dynamic academic team to establish an engaging learning atmosphere for all, we'd be delighted to engage in a conversation with you!

Person Specification ESSENTIAL

- The right to work in the UK at contract start date
- First degree (any discipline)/Level 6 qualification
- CELTA, Trinity Cert TESOL, BEd/PGCE (Primary Education, English or MFL) with QTS or EFL Level 5 equivalent

- Broad teaching experience
- Ability to work comfortably in a fast paced, intensive environment
- Ability to motivate teachers and students.
- Confidence to be able to adapt lessons and teaching style to meet changing individual and group needs

- Capacity to work alongside colleagues, and to lead a team effectively and confidently.
- Able to cope with unexpected changes to schedule and routine
- Excellent administration, communication and interpersonal skills
- Committed to safeguarding children and to ensuring their safety and welfare is the priority

Person Specification DESIRABLE

- Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL
- Young Learner specialism e.g. TYLEC, CELTA extension
- Knowledge of Cambridge exams

- Academic Management experience
- Previous LINES experience
- Previous experience working in a residential setting and with international teenagers
- Ability to work as a part of a wider team to contribute to the development of the academic programme

- Good understanding of learning needs and how to engage and inspire students to learn and achieve their potential
- Experience of teaching multi-lingual classes
- Culturally sensitive and genuinely enjoys working with young people.



LINES
LEARN TODAY
LEAD TOMORROW



LINES Stowe

Stowe School
Buckingham
MK18 5EH
UK



LINES Queenswood

Queenswood School
Hatfield
Hertfordshire
AL9 6NS
UK



Induction

Friday 5th and Saturday 6th July 2024

Course Dates

Sunday 7th July - Saturday 3rd August 2024

Safeguarding

LINES is dedicated to prioritising the safety of young people, and we require all our staff to wholeheartedly embrace this commitment.

Our expectation is that every member of staff will provide the contact details for two appropriate referees and supply the necessary information to facilitate an enhanced DBS Check and other suitability assessments on your behalf.

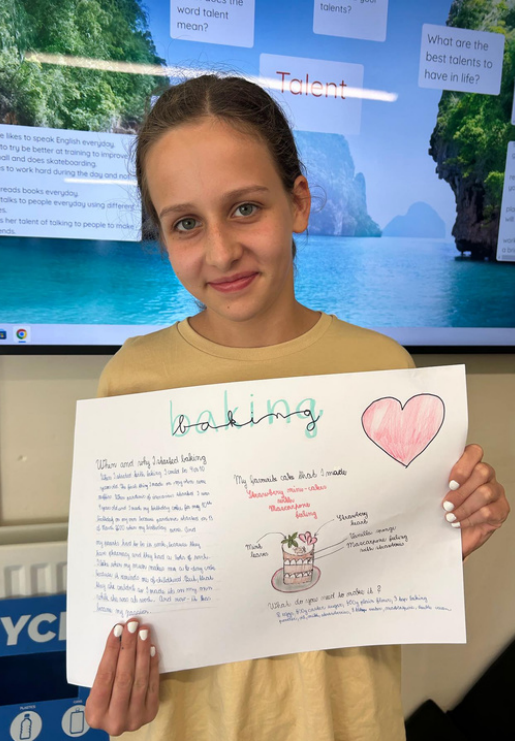
Additionally, before the commencement of your contract, you will need to successfully complete an online Basic Safeguarding course.

Comprehensive information regarding these checks and the steps you need to take upon appointment will be provided during the interview process.

Salary & Benefits

Weekly Salary: £520 + holiday pay

- Full board accommodation
- Induction, paid pro rata
- 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

Are you?

- ✨ Creative
- 🚀 Energetic
- 🌈 Passionate
- 💛 Adaptable

Ready to join us?

Apply now and be a part of something extraordinary! ✨

catherine@lines.ac

Find out more...

www.lines.ac



lines.education



LINES Education



LINES
LEARN TODAY
LEAD TOMORROW

