



# SUMMER SCHOOLS DIRECTOR OF STUDIES

Candidate Pack





## WISHFORD EDUCATION

Founded in 2011, our group comprises nine independent schools, eight day nurseries and multiple day and residential camp settings. Currently based in Wiltshire, Gloucestershire, Berkshire and Kent, we're actively looking for high quality opportunities to expand our provision.

The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best. For more information, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## INTRODUCTION

Wishford Schools offer high quality residential summer schools for international students aged 8-16 at Westonbirt School and Hatherop Castle School.

We are looking for experienced, dedicated and enthusiastic, TEFLQ qualified staff members to manage our academic teams, helping teachers deliver an outstanding learning experience for students. The post holder will report to the Centre Manager, and will line manage all teachers.

## DUTIES

The post holder will undertake a selection of the below responsibilities, according to the weekly rota.

### Teaching rota:

To oversee the teaching rota, including classing students according to their learning needs and assigning groups to teachers.

### Support for teachers:

To ensure that each teacher is supported in planning and delivering their lessons, taking into account their experience and needs.

### Quality assurance:

To monitor and feed back on the quality of teaching.

### Level testing:

To arrange the level testing of all students prior to classing.

### Feedback:

To seek and act on student feedback, and to be available for students, parents, group leaders and agents as needed.

### Student reports:

To ensure that each student receives a meaningful report of their progress at the end of their stay.

### Academic administration:

To oversee the completion of administrative tasks related to teaching and planning, including registers, reports and tests.

### Resource management:

To monitor, look after and arrange for the replenishment of teaching and learning resources.

### Centre management:

To act as a senior member of centre staff, being present and participating in staff and student management, pastoral care and any other issues as needed.

### Planning and teaching:

Depending on student numbers or covering needs, to plan and teach relevant, structured, realistically paced, varied and enjoyable lessons within the curriculum framework of the summer schools in an inclusive, motivational and inspirational way, always in the target language and promoting the use of the target language, creating a positive learning environment in which every student can develop and feel empowered to make real progress both inside and outside the classroom.

### Other duties:

To undertake any other relevant duties pertaining to the summer school provision, as reasonably requested.

## AVAILABLE POSITIONS

We have the following openings for the Director of Studies in 2024

### Hatherop Castle School

Dates: 10–31 July (plus induction)

This role can be residential but it is not a requirement.

### Westonbirt School

Dates: 10 July – 7 August (plus induction)

This role is residential.

## WORKING PATTERN

The position is available from 10 July to 7 August, with three days' paid induction prior to start.

The weekly working hours are 48. Duties will be assigned on the weekly rota for six out of seven days a week.

## PERSONAL SPECIFICATION

### Essential

- Undergraduate degree
- TEFLI qualification (CELTA, Trinity CertTESOL or similar)
- TEFLQ qualification (DELTA, Tritinity DipTESOL or similar)
- Fluent English language skills (native or CEFR C2)
- Awareness of safeguarding basics
- Effective communication skills
- Flexibility
- Team working skills
- Sense of humour
- Experience working with children
- Experience working in a summer school setting
- Experience managing teams

### HOW TO APPLY

To apply for this position, please use the application form on TES [via this link](#). Informal enquiries are welcome, and should be directed to Andras Sztrokay, Director of Summer Schools ([Andras.Sztrokay@wishford.co.uk](mailto:Andras.Sztrokay@wishford.co.uk)).

## PAY AND BENEFITS

The weekly wage is £1,000 (£892 plus 12.07% holiday pay).

Benefits include accommodation and three meals per day, as well as free parking on site.

### Desirable

- Experience leading a range of sports and other free time activities
- First Aid training

We are committed to safeguarding and promoting the welfare of students. All positions are subject to pre-employment checks including an enhanced DBS and overseas criminal records checks (if applicable). Two references will be required, which will specifically check if there is any reason why the applicant should not be in contact with children.

The safeguarding and welfare of children is everyone's responsibility and our number one priority. The post holder will be required to act according to the Wishford Summer Schools Safeguarding Policy and procedures and to align with safeguarding good practice.

