



# Job Description: Director of Studies

Bucksmore provides academic short courses to students aged 10-18 that have been modelled on American summer camps; with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With over 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the academic short courses we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

<b>Job Title:</b>	Director of Studies
<b>Reports to:</b>	Bucksmore Academic Manager and The Centre Manager
<b>Courses:</b>	All EFL Foundation and Academic Development Courses
<b>Location:</b>	Plumpton College, King Edward's, Tonbridge, KCL, St Hilda's, OIC, d'Overbroeck's
<b>Course Dates:</b>	Bucksmore Summer courses run from the 27th June to 15th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.
<b>Remuneration:</b>	Up to £967 per week - £800 per week basic pay +12.07% holiday pay per week (£97) + up to £70 performance related weekly bonus.

## Director of Studies • Main Duties & Responsibilities

### Role Definition:

Directors of Studies on Bucksmore courses are responsible for delivery of Academic programmes, the academic management and organisation of the centre. They work to ensure the curriculum is delivered effectively and meets the standards set out by the Head office Academic Manager (in direct line management) and our accrediting bodies (e.g. British Council). Furthermore, as one of the three principle senior members of staff, the role works closely with the Centre Manager to aid the smooth and effective running of the centre. Both the Director of Studies and Activity Manager line manage the residential staff so good communication with the Activity Manager and administrative staff will ensure the most effective use of staff time outside of teaching duties.

The list below summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager, Bucksmore Academic Manager and Head Office Team. Bucksmore will exercise this right reasonably.

- Organising the testing, placement and induction of students where required
- Providing support and guidance to teachers, including leading the teacher induction and running CPD sessions where relevant
- Time-tabling classes and allocating Counsellors or relevant teaching staff to teach appropriate classes and levels
- Effectively manage materials and resources
- Maintain academic administration as set out by the Bucksmore Head Office Academic Manager
- Carrying out lesson observation and feedback and end of course staff appraisals
- Teaching as required to meet operational demands
- Ensuring all end of course student reports are completed at the appropriate times
- Assisting the Centre Manager in the set-up and shut down of the centre, including ensuring all teaching resources are in place and at the end of the course are returned to Head Office
- Assisting the Centre Manager in the day to day running of the centre, including standing in for the Centre Manager in their absence
- Assisting with the induction, meeting and greeting of new arrivals
- Supervise student wake-ups and bed-times with the centre management team
- Planning, implementing and running weekly academic group projects and project presentations
- Cooperating with accrediting organisations, such as the British Council, to help ensure successful accreditation inspections
- Speaking to students, Bucksmore agents and parents about academic matters when necessary
- Arrange peer observations and cover for the duration of peer observation
- Assist with safeguarding protocols as and when required
- Ensuring that the Bucksmore policies and procedures are kept and exceeded

## Director of Studies • Person Specification

**Legal Requirement:** All applicants must have the eligibility to work in the UK prior to commencing employment. The following are the essential and desirable requirements needed in order to do the job.

### Knowledge, qualifications and experience:

#### Essential

- Native or native level English speaker
- Experience of working in a residential summer school or similar environment in a management role
- First degree
- A minimum of three years' teaching experience
- DELTA, Trinity Dip TESOL, Masters in either TESOL, ELT or Applied Linguistics
- A sound knowledge and experience of teaching 10-18 year olds or age groups specific to centre

#### Desirable

- Postgraduate degree or equivalent
- Young Learners teaching qualification
- Educational management experience in a summer or residential setting
- Experience of preparing students for exams especially the Cambridge suite and / or carrying out the administration for these exams.
- Speaking examiner experience
- Experience of inspections with British Council / other industry bodies

### Skills, abilities and competencies:

#### Essential

- Excellent communication skills and proven, strong leadership skills
- Exceptional organisational skills
- Proven ability to work effectively under pressure, prioritise and manage a varied workload
- Experience with Excel spreadsheets
- Excellent administration skills

### Personal Attributes:

#### Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work and self-motivate to achieve high quality standards

MEMBER

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# Director of Studies - Further Information

## Background:

Students attending a Bucksmore summer programme receive a combination of English language or subject specific tuition combined with a comprehensive activity programme which includes two full-day excursions and up to one half-day trip every week. There are activities during the afternoon and evening with the excursions and trips spread throughout the week on designated days. Bucksmore students are mostly individual students as opposed to large, single nationality groups. The Bucksmore philosophy is for students to mix with their fellow students and staff to make their time with us a rich and truly international cultural experience. All students on EFL Foundation programmes sit a final Bucksmore Assessment.

## Pastoral Care:

The Centre Manager is the Safeguarding Lead at the centre, however the DoS must adhere to the welfare policy at all times, and will be required to adhere to Bucksmore's Child Protection Policy. Due to the nature of a residential summer camp, a DoS will be aware that their role is not limited to just running the academics, but that students require 24/7 pastoral care, discipline if and when required, and supervision at bed-time and wake-ups. The DoS plays a part in the management team for the care and safety of all students and staff on-site.

## Director of Studies Commitment:

The DoS role is an extremely demanding one. Successful DoS's should be prepared to devote all of their time and energies to the running of the centre and remaining calm and organised at all times.

## The Working Week:

At least 48 hours per week. All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

# The Bucksmore Continuum

## Our Courses

Bucksmore Education provides a range of academic courses for all levels and subject desires. Below are all our courses on offer. For more detailed information on our courses, please visit the [Bucksmore website](#). We like to pair our staff to courses that uses their skill set, so if you see a particular course that suits your experience, please let us know!

EFL Foundation	Academic Development	Academic Enrichment	University Preparation
<b>Bucksmore English (10-13 &amp; 13-16)</b>	<b>Young Leaders (14-17)</b>	<b>The Show Must Go On: The Young Performer (13-16)</b>	<b>Advanced Studies Programme (16-18)</b>
<b>English Plus (10-13 &amp; 13-16)</b>	<b>Young Professionals (13-16)</b>	<b>Message Received: The Social Media Influencer (16-18)</b>	
<b>Intensive English (13-16)</b>	<b>Young Professionals (16-18)</b>	<b>The Art of Noise: Music &amp; Audio Production (16-18)</b>	
<b>IELTs Preparation (16-18)</b>		<b>Curtain Up: Musical Theatre Production &amp; Performance (16-18)</b>	
		<b>Build the Future: Design, Engineer, Construct (16-18)</b>	

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## Our Course Dates

Our centres have different starting dates and length of time being open. During the interview stage, you will be asked for your availability for the summer. This is so we can match you to the most suitable course based on your availability. A Bucksmore weeks always starts on a Tuesday.

### Week Start Date

Centre	Location	27th June	4th July	11th July	17th July	24th July	1st Aug	8th Aug
Plumpton College	Brighton	✓	✓	✓	✓	✓	✓	
King Edward's School	Surrey			✓	✓	✓	✓	
St Hilda's	Oxford	✓	✓	✓	✓	✓	✓	
King's College London	London		✓	✓	✓	✓		
Tonbridge School	Kent		✓	✓	✓	✓	✓	✓
Oxford International College	Oxford		✓	✓	✓	✓		
d'Overbroeck's College	Oxford			✓	✓	✓	✓	
Corpus Christi	Cambridge			✓	✓	✓	✓	
St Edward's	Oxford		✓	✓	✓	✓		
Magdalene College	Cambridge			✓	✓	✓	✓	
Brasenose College	Oxford	✓	✓	✓	✓	✓	✓	

## Application Process: Next steps, Safeguarding and paperwork

1. Please complete the online application form which will guide you through all the relevant fields. As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You must provide two referees on applying which Bucksmore reserves the right to contact before or after interview.
2. If you are short-listed, you will be invited to an interview with the Bucksmore Recruitment Manager.
3. All management positions will require a second interview with their reporting line manager which includes a task based assessment.
4. Successful candidates will undergo an enhanced DBS check (and a police check if you are residence outside the UK) and must provide a copy of their identification (e.g. passport, driving license) for our records.

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

Bucksmore Education is committed to safeguarding and promoting the welfare of children. The post holders' responsibilities for safeguarding and welfare of the students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy. You will be asked to provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.

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