



English Path Head Office
891 Greenford Road,
Greenford, London,
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info@englishpath.com
+44 20 4534 0788

JOB DESCRIPTION

JOB TITLE: Director of Studies

REPORTS TO TITLE: Global Head of Academics

BUSINESS FUNCTION/ SUB-FUNCTION: Academic

LOCATION: Manchester, United Kingdom

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English, German and French language school that empowers students of all ages through language learning and cultural experiences. English Path has expanded significantly since its foundation, establishing modern campuses, and professional learning environments in the UK, Europe, North America, and the Middle East.

We provide a diverse range of courses, including General English, French and German; Academic and Exam preparation, Electives, Pathway programmes and Professional Certificate programmes. Our curriculum is designed to not only encourage students to enhance their language skills, but also facilitates immersion into the local culture through themes which connect the classroom to real-world experiences. We also offer additional ancillary services such as high-quality accommodation, student insurance and transfers.

By joining English Path, you will be immersed in a talented, passionate, and dynamic group of professionals who are focused on one clear vision; to transform lives through education. Find out more about us here: www.englishpath.com

MISSION:

A world in which every person can communicate using a common language removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel, and grow.

VISION:

To change lives through education that makes a fundamental difference to living standards and access to learning.

ROLE PURPOSE:

Main responsibilities are to support the Global Head of Academics in all aspects of academic provision at EP location. This includes but is not limited to; English Language Teaching (ELT) course design and implementation; providing continued academic support and guidance to EP students and day-to-day management of EP EFL Teachers. You will also assist the Head of Academics (HOA from now on) with the recruitment of EFL teachers as required. The following section outlines a more detailed description of the duties of this post.

ROLES and RESPONSIBILITIES:

ACADEMIC:

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- Providing support, assistance and training to teaching staff on a range of different teaching strategies and effective classroom management strategies to meet the needs of a large range of learning styles.
- Providing continued academic support and guidance to students including tutorials; ensures the tutorials take place and are followed through by their teacher in a systematic way; offering every support to the student in his/her academic aims. Ensures that feedback from the tutorial sessions is disseminated to all relevant parties in a timely manner.
- Timetables classes, carrying out intake procedures, student placement and testing.
- Coordinates placement, progress and exit testing.
- Assisting with planning, preparing, and delivering induction sessions.
- Maintains class averages at optimal levels with support of Global Head of Academics (GHOA).
- Support other departments as needed (e.g., cooperate with the sales team etc., represent and promote the department favourably at every opportunity as directed).
- Oversees Library and Computer Suite: offering provision of digital and physical self-study materials to students after class. Develops self-access materials including reference materials, library books and offers advice on using materials to improve students' English language.
- Resources development: ordering materials which are appropriate to the teachers' and students' needs on year-round courses as directed by the GHOA. Meet publishing representatives as necessary.
- Liaises with Exams centres to help co-ordinate examination entries and certificates.
- Liaises with Accommodation staff and other administrative staff on students' pastoral care, where necessary.
- May be asked to deputise for the GHOA and other Director of Studies in their absence as necessary.
- Attends conferences and training days, mutually agreed upon with the GHOA.
- Meets with ad hoc walk-in enquiries/prospective students to check levels/discuss courses as required.
- Regularly check that classrooms have sufficient furniture, displays, heating, air conditioning and all technology is working.
- Ensures teachers are up to date with administrative procedures including registers and progress reporting. Ensures teachers produce Weekly Plans and Records of Work and that these are filed and referred to systematically to avoid repetition of work.
- Arranges teaching cover when teachers are absent from work; ensuring that teachers have instructions available on what is to be taught in their absence using the Record of Work. Briefs the cover teacher accurately to ensure students have continuity of class content.
- Carries out classroom teaching when required, according to number of enrolments at the school and projects being undertaken.
- Covering teachers in cases on sickness or holiday.
- Ensuring the centre runs smoothly, providing administrative support to the centre staff as needed.



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SUPPORTING THE HEAD OF ACADEMICS WHEN NECESSARY:

- Assisting in the development of lesson materials, workbooks, syllabus design and all other related academic materials such as testing.
- Updating existing material and contributing to the ongoing innovative process of development of new programmes.
- Gain an understanding of accreditation requirements and assist with accreditation where necessary and applicable.
- Co-writing teacher handbooks.
- Carries out online interviews and pre-course tests of prospective students to assess language level for visa application purposes (if required) and exam courses.

RECRUITMENT:

- Assist in dealing with enquiries and applications, recruitment administration and sending out information.
- Assist in providing first-line support with respect to email, telephone inquiries to/from staff and our centres regarding staffing issues.
- Assist in updating and controlling our database of staff.
- Check CVs and interview with the support of GHOA.

ESSENTIAL SKILLS AND EXPERIENCE:

- Eligibility to live and work in the United Kingdom.
- TEFL-Q qualification DELTA, DipTESOL or equivalent.
- Undergraduate degree in any discipline.
- Outstanding communication and English language skills, both verbal and written.
- Previous exposure to a HR/Recruitment environment desirable.
- Proven ability to effectively use database systems desirable.
- Previous experience of material design for ELT courses.
- Experience of teaching ESOL, Exam preparation courses.
- Excellent IT skills, particularly Microsoft Word and Excel.
- Ability to communicate effectively and accurately via email and telephone.
- Experience of establishing and maintaining effective academic administration systems and procedures.
- A thorough and meticulous approach to work.
- Excellent organisational and time-management skills with the ability to prioritise a varied workload and work to deadlines under pressure.
- Good numeracy and literacy skills.
- Ability to implement new developments, procedures, and courses.
- Ability to supervise and motivate staff.



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- Have a positive and proactive attitude to work and demonstrate high levels of professionalism.
- A drive to work collaboratively with fun, likeminded people and contribute to team success.
- To be constantly aware of improving standards and adapt to them where possible.

DESIRABLE SKILLS AND EXPERIENCE:

- Experience of teaching on in sessional or pre-sessional programmes.
- Experience of delivering presentations confidently and effectively.

SAFEGUARDING AND WELFARE RESPONSIBILITIES:

- Responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.
- Help provide emotional and pastoral care for all students and always promote their mental and physical wellbeing.
- Effectively support the teachers with classroom management and student behaviour (with the support of the Head of Academics).
- Be aware of prevent duty which aims to safeguard vulnerable individuals from being drawn into terrorism and report any concerns to the Prevent lead and or safeguarding lead.
- Make yourself aware of EPs safeguarding policy, attendance policy, safer recruitment policy and any other policies relating to welfare and safeguarding of students to ensure a clear and correct process is always followed to ensure children are safe and protected.

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed to our Designated Safeguarding Lead. As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check will be required for the successful candidate. Further information about the DBS disclosure process can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 0870 90 90 811.

OTHER INFORMATION:

The Director of Studies will also be expected to demonstrate their commitment:

- To EP values and regulations, including equal opportunities policy.
- The EP's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of EP's Environmental Policy.
- To their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.



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Note: The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.