

Director of Studies



Job Description

Responsible to: The Director

General Information

The Director of Studies is a role based in our head office in Southampton. The main roles of the Director of Studies include delivering, administering and overseeing the academic provision of the school. This role will involve working closely with the academic management team, students, teachers, staff in all departments of the school and other key stakeholders.

Main Duties

- Testing, placement and induction of students on arrival
- Maintaining student profiles on Class database
- Monitoring student progress and carrying out interventions as required
- Monitoring student attendance
- Interviewing potential students for IELTS courses
- Lead and manage teaching team
- Chair regular teachers' meetings
- Timetabling
- Teaching and emergency cover as required
- Carrying out appraisals for teachers
- Line management of the Social Activities Manager to help integrate the social activities and the academic programme
- Line management of the Resources Manager to oversee the supply of teaching materials and resources

In conjunction with Academic Management Team

- Developmental lesson observations and, as appropriate, managing underperformance
- Review and development of both Adult & Junior Lewis School syllabus
- Course development
- Leading INSET sessions and liaising over INSET programme
- Teacher recruitment

This job description is not exhaustive- other tasks and responsibilities may become apparent during the course of employment and this will be reviewed in regular appraisals.

Updated December 2021