



Job Description

Director of Studies



1. About us

Discovery Summer, with **over 20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK for international students. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children and teenagers to learn and explore during the summer.

Many of our **teachers come back year after year** – over 75% in 2024 - excited by the opportunities for personal and professional development while working on multi-talented, friendly teams.

2. Job Overview

You will be responsible for the **high-quality and smooth running** of a forward-thinking, stimulating and varied academic programme.

You will be **passionate about teaching and learning** and committed to working closely with Academic Manager to ensure classes are engaging and help students develop accuracy, fluency and most importantly, confidence in spoken English.

You will **lead and manage a diverse team of teachers**, providing professional development opportunities for them and ensuring all academic **administration** is effectively completed.

You will be a member of the Senior Management Team at the centre - this role requires a high standard of **commitment and professionalism**.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- First degree (any discipline)
- Cambridge DELTA, Trinity LTCL Diploma TESOL or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice)
- Minimum 3 years' EFL teaching experience with international young learners/teens

You need to be able to:

- Provide a clear and accurate model of the English language
- Deliver an inspiring and stimulating academic programme
- Confidently use Google suite
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Led, managed and motivated a diverse team of teachers
- Recent experience observing, appraising, and delivering feedback to teachers
- Experience working in a residential environment
- Recent experience working with international students

We love working with people who are:

- Passionate about teaching and learning
- Outstanding communicators
- Able to keep a cool head when working under pressure
- Able to confidently deliver a high-quality academic programme
- Team workers; willing to contribute to the overall success of the programme
- Committed to delivering excellent customer care
- Committed to safeguarding children and ensuring their safety and welfare is the priority
- Ready to participate in activities and assist with pastoral duties, where required
- Creative, energetic, and fun

4. All Discovery Summer staff must

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Work at leading independent schools



Benenden School, Kent

English Plus

Juniors: 8-12 years

Teens: 13-15 years

Staff induction: Mon 7 July - Tues 8 July

Dates: Wed 9 July - Wed 6 Aug

Staff depart on Thursday 7 Aug at 0900

20 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks



Winchester College, Hampshire

Global Young Leaders/English Plus (13-16 years)

Staff induction: Wed 2 July - Thurs 3 July

Dates: Fri 4 July - Fri 1 Aug

Staff depart on Saturday 2 August at 0900

21 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks



Shrewsbury School, Shropshire

Academies

11-16 years

Staff Induction: Mon 30 June - Tues 1 July

Dates: Wed 2 July - Wed 30 July

Staff depart on Thursday 31 July

20 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks

6. Salary, benefits and working conditions

- £944 per week (£842 + 12.07% statutory holiday pay)
- One-off payment of £320 for pre-course course preparation + discretionary performance bonus
- Set up and induction (usually 3-4 days), paid pro rata
- Full board accommodation is provided - worth £74.62 per week



- You'll work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You'll have one 24-hour period off per week



- Programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated at the course centre, normally in a single room in a student residence with shared bathrooms



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first

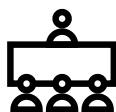


- Dress Code: smart casual (i.e. no casual/ripped jeans, T-shirts, shorts or flip flops)

7. What we teach

English Skills classes

Topic-based classes (e.g. astronaut animals, British folklore, TV stars) develop core skills e.g. using grammar, reading, writing, listening and building confidence in spoken English



Students are tested on arrival and allocated to an English Skills class depending on level, age, nationality



Continuous enrolment – students arrive each week. Classes and levels may change on a weekly basis



Use a Discovery Summer Scheme of Work. Programmes are well-resourced e.g. hard copy course books, subscriptions to useful resources, and an in house online resource bank (ORB).

English Workshops

Task-based lessons where students learn and develop by collaborating, discussing, researching, and creating.



Each week, teach a different English Workshop. Classes may be mixed ability. Students collaborate on a project - exploring content and language while developing new skills



Detailed plans for 50 Workshops e.g. Breakfast TV, Comedy Drama, Escape Room Design, Leadership in Action, Myths and Legends, NASA Explorers



The week culminates in an end-of-week presentation– a great way to share learning and an invaluable way to build confidence in presentation skills.

Use the local town/city as an extension of the classroom!



Shrewsbury - Active English projects e.g. Scavenger Hunt: explore the castle, British humour: interview and amuse friendly local residents, Discovering Darwin: explore the town and create a timeline of his life



Winchester – City Challenge projects e.g. Food trails: discover local British flavours in the market, Landmark visits: explore impressive museums & landmarks, City explorers: create podcast tour guides

8. Role and responsibilities

Pre Course Preparation

- Read the staff handbooks, your DoS checklist, and Discovery Summer publicity materials e.g. brochure, website, blogs
- Attend the Senior Staff training weekend (4-6 April, 2025)
- Complete any pre-course tasks e.g. online meetings with the Academic Manager (AM), reviewing schemes of work, discussing induction (slides provided), ordering resources
- Discuss the teaching team with the AM; be clear on who may need further support
- Attend and lead parts of the online 'getting-to-know-you' session (in June 2025)
- Familiarise yourself with Discovery Summer online systems (training provided)
- Contact all teachers for your centre, liaise with them and provisionally allocate them to classes
- Contact other members of the senior team to plan the finer details of the course
- Liaise with the senior team regarding opportunities for academic/social crossover and enrichment
- Be clear on all matters relating to the centre (rules, use of facilities etc.) and to any groups joining the course who may have special programmes

Pre-course (at the course centre)

- Make all teachers feel welcome and quickly integrated
- Ensure teachers have detailed information about their role, working day, administrative expectations, deadlines, special events
- Set an appropriate and professional tone for all course participants taking part in the academic programme
- Ensure classrooms and any shared spaces are properly prepared before students arrive
- Support other members of the senior management team in the preparation of the centre

Responsibilities - Teachers

- Line manage teachers
- Support new teachers with lesson planning and delivery (e.g. team teaching)
- Communicate effectively with the teaching team ensuring expectations are clear
- Ensure teachers work together as a team for the benefit of the students and requirements of the course
- Observe lessons for each teacher. Act quickly to improve standards where required
- Ensure that teacher reviews/appraisals are carried out effectively as outlined in the Staff Handbook
- Enable teachers to conduct peer observations by covering part of their lesson
- Liaise with Academic Manager about any teacher performance concerns
- Provide regular INSET sessions according to the needs of the course and the staff
- Manage the end-of-week presentation and work to improve them

Responsibilities - Senior Management Team

- Participate in daily meetings with the Senior Management Team; ensuring the smooth running of the course
- Work closely with the Senior Management Team to find ways to challenge and stretch students while they acquire new skills, learn new language, explore British culture and make friends with English Student Hosts
- Be sufficiently flexible to deal with unexpected situations
- If required, act as Deputy Course Director

Responsibilities – Academic Management (You'll liaise frequently with the Academic Manager)

- Ensure the academic programme at the centre is delivered according to Discovery Summer's high standards
- Be responsible for organising resources; ensuring teachers have what they need
- Discuss with the Academic Manager if you think a student has not been correctly placed, or if you suspect they have additional learning needs
- Liaise closely with the Academic Manager before responding to parents about levels
- Liaise with the Academic Manager to ensure that feedback from course participants is collected, responded to accordingly and record any action taken

Academic programme

- Lead a student induction aligning student expectations to the DS academic programme (it might be different to how they learn English in their home countries)
- Place all students in appropriate classes and make decisions about any students needing to change classes
- Ensure English Student Hosts are inducted into the academic programme and regularly meet teachers

Academic programme (continued)

- Ensure lessons have clear outcomes and that students are introduced to these at the beginning of each lesson
- Ensure the learning needs of every child are taken into consideration
- Ensure that when classes are multilevel, those at the higher levels are provided with differentiated input
- Ensure that all academic administration happens efficiently and at the correct times
- Ensure that good discipline is maintained in classes and that teachers make note of positive and negative comments after every lesson
- Where required, manage the Trinity GESE Exam process to ensure all students are prepared and that relevant administration is carried out
- Be responsible for the proper use of all academic resources, being mindful of e.g. costs, environmental impact
- Cover-teach when necessary. Teach regular classes (in exceptional circumstances)
- Give timely, constructive feedback to the Academic Manager

The 'face' of Discovery Summer

- Ensure that the 'face' of Discovery Summer is upheld and that all students return home with a folder that is representative of the high standards of Discovery Summer
- Ensure that classroom displays are fresh and informative
- Check all student reports are accurate and error-free. Add a DoS comment
- Cross-check the certificates with the Portal before they are printed
- Ensure that the content of the presentations is appropriate and meets Discovery Summer's expectations
- Liaise with the Course Director to ensure the blog is frequently updated with fun, informative and interesting material relating to the academic programme

Safeguarding & Welfare and Pastoral Duties

- Ensure the safeguarding and welfare of all course participants during class time, reporting any issues to the Designated Safeguarding Person
- Sleep in a room near students and do wake-up/bedtime/mealtime duty as required
- Maximise every opportunity for nationalities to mix and for students to practise English both inside and outside the classroom
- Carry out any other reasonable duties.

End of and Post-Course

- Shut down the centre effectively and ensure it doesn't negatively impact students
- Help pack up the course centre as required
- Manage packing of all academic resources and ensure classrooms and teachers' room left as found
- Ensure all teachers receive a final appraisal on the DS Portal
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end answer any queries after the course.

9. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2025 online application form](#)
- Contact leo@discoverysummer.com with any questions