



Highfield

SUMMER SCHOOL



*“ A very well organised Summer School.
The support for both teachers and
students is excellent. ”*

Staff Member 2017

Director of Studies
Job Description 2018

About Highfield Summer School

Highfield School enjoys an outstanding reputation and academic success and feeds the top senior schools in England; Winchester, Eton, Downe House and Marlborough, to name but a few. Founded in 1907, the School is set in glorious 175 acre grounds in the countryside and yet is less than an hour from London and Heathrow Airport. The facilities are enviable, including extensive sports pitches, tennis courts, an indoor swimming pool, new science labs, an Art School, and a state of the art Music School.

The Highfield Summer School offers overseas students aged 8-15 years a three week taster of life in a real English Country Boarding School; it's a year at Highfield in miniature! The Summer School provides outstanding English language tuition, academic lessons and professional coaching in traditional English Boarding School sports, as well as lots of activities and excursions. All in all, three weeks of inspirational learning, adventure and of course, great fun!



Working at the Summer School

Would you like to spend an unforgettable 3 weeks in a busy, fast paced, varied and fun environment, working with young people from all corners of the globe? We are looking for team players who thrive on collaboration with others, sharing imaginative new ideas and who are prepared to try something new.

A working day at the Summer School typically varies; you will find the day is long and often challenging, but from our experience, working at Highfield is immensely rewarding. All our staff are involved in looking after the pastoral and welfare needs of the children, which can give a great sense of achievement and satisfaction - and of course, working and living with young people, there is never a dull moment! You will join a friendly, committed and forward thinking team where everyone shares a passion for education. If you are hard working, reliable and possess a good sense of humour, we would like to hear from you.



Director of Studies

Person Specification:

We are looking for an exceptional individual who is passionate about teaching English and has a thorough understanding, and several years experience, of delivering first rate EFL lessons. Applicants should be University graduates and possess a valid, diploma-level qualification in ELT/TESOL such as a DELTA or PGCE with ELT/TESOL or above. Applicants with previous experience in a Director of Studies role, are particularly welcome to apply.

The successful applicant will be extremely organised, efficient and able to work in a busy, fast-paced and often challenging environment. Excellent communication and interpersonal skills are essential, and experience of managing staff and building effective teams will be advantageous.

Working Hours:

Working hours to be discussed with the successful candidate, but during the course are expected to be; four days 8am - 6pm and two days from 8am - 2pm with one day off a week. As a member of the leadership team, the Director of Studies will need to give some thought to planning the programme and have some contact by phone or email prior to the course.

Salary:

The Salary for role is £2200. Statutory holiday pay (currently 5.6 weeks per year) is included in the salary pro-rata. Accommodation, as well as all meals and refreshments are provided for the duration of the course, and staff are able to enjoy the Highfield grounds and facilities in their spare time when not in use by the school.

Job Description

The Director of Studies is a key leadership role in the Summer School. In conjunction with the Director of Boarding & Pastoral Care and the Course Director, the successful candidate will play an integral part in the direction and development of the course.

The Director of Studies has overall responsibility for ensuring the academic quality of the Summer School and ensuring learning objectives are met for each student. The Director of Studies is also responsible for line managing the EAL teachers, monitoring and appraising their performance.



Key responsibilities therefore include:

- **Summer School Planning & Development:** Contact with the Director of Studies and the Course Director in the months prior to the course to keep up to date with developments, share expertise and to help plan and develop the programme.
- **Summer School Set Up & Closure:** Set up a staff work room and ensure teaching staff have workstations with all the necessary technology and resources required and ready for when they arrive. Along with the Director of Studies and the Course Director, plan the INSET Day training ensuring all staff are fully informed about the operation of the Summer School and all necessary policies and procedures. Assign classrooms and ensure all rooms and resources are returned to their original state and resources appropriately stored at the end of the Summer School.
- **Curriculum and Teaching:** Plan the curriculum thinking creatively about topics that can be incorporated across the programme in the classrooms as well as in activities, theme nights and excursions to develop students' language skills, and provide insight into popular English culture, history and beliefs. Provide course structure for the EAL teachers in terms of what the students should learn and incorporate academic subjects such as Science, Maths, Arts and Humanities according to the skills of the staff available.
- **Quality Control:** Through frequent observation and tracking, ensure teaching is being carried out to an outstanding level, children are engaged in their learning, are being adequately assessed and making excellent progress. Provide frequent updates on individual student progress to the Director of Boarding & Pastoral Care that can be included in the regular updates to parents.
- **Academic Admin:** Undertake all required administration and paperwork related to the academic programme such as updating the Staff Handbook and creating shared tracking documents in order to provide evidence of quality teaching. Organise, co-ordinate, edit and proof read the academic section of the report provided to each parent at the end of the course in collaboration with the Director of Boarding & Pastoral Care. Ensure compliance with the relevant policies as set out in the Summer School Staff Handbook, including meticulous student registration when lessons begin, and handover of care to boarding, sports or activities staff when they end.
- **Management of Staff:** Lead, support, inspire and manage the EAL Teachers and Course Assistants, confidently and professionally, monitoring their performance and providing support and guidance where necessary, in order to build and maintain a capable and fully effective academic team. Ensure academic staff are highly professional in their duties and appearance. Oversee and review academic staff duty rotas to ensure the safety and security of students at all times, especially during breaks and in between lessons. Co-ordinate staff rotas with the Director of Boarding & Pastoral Care to ensure staff are given adequate rest time.
- **Health & Safety:** In collaboration with the Estates Manager ensure that all fire evacuation procedures are satisfactory and known to all members of the academic staff and that all aspects of the School's Health and Safety policies are implemented.
- **Pastoral Care and Wellbeing:** Work with the Director of Boarding & Pastoral Care to implement the Summer School Pastoral Care and Wellbeing procedures and provide outstanding Pastoral Care to all children on the course. Ensure all pastoral issues are monitored and recorded by academic staff (and dealt with if appropriate) and that excellent communication is maintained at all times with the Director of Boarding & Pastoral Care and other pastoral staff to achieve comprehensive, wrap around care.
- **Whole School Participation & Collaboration:** The Director of Studies is an important leadership role and as such they are expected to lead by example. Fully engaging in school life, they will provide support and guidance where appropriate, collaborating positively with fellow staff and other members of the leadership team at all times to ensure the aims and objectives of the Summer School are met and policies are adhered to.

Terms of Appointment

- The Director of Studies will be required **from Monday 9th July 2018 until Sunday 5th August 2018** to help with planning the Summer School and the INSET days beforehand, and to close down and debrief at the end of the course when all the students have departed.
- All staff will be required to attend three days of **INSET training from 10.00am on Wednesday 11th – Friday 13th July 2018**. This will include time for site orientation, classroom and lesson preparation.
- The course starts on **Saturday 14th July 2018 and ends on Saturday 4th August 2018**.
- Accommodation will be provided **from Monday 9th July 2018**.
- Residential staff are required to abide by the Terms of the Occupancy Agreement which will be sent out with the contract.
- All staff are expected to lead by example and are considered ambassadors of Highfield and Brookham Schools. As such, they must contribute to upholding the good name of Highfield and Brookham at all times, whether on duty or off duty. It goes without saying that staff must also maintain appropriate boundaries between themselves and the children.
- In addition to the Job Description, staff must be willing to undertake additional responsibilities as reasonably required for the fulfilment of the Summer School aims and objectives.

Safer Recruitment: Highfield and Brookham Schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS) check at enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK). Highfield Summer School complies fully with the DCSF Guidance Safeguarding Children and Safer Recruitment in Education and is committed to safeguarding and promoting the welfare of children and young people. Staff are expected to share this commitment and comply with all associated internal policies and procedures.

How to Apply

If you would like to apply for this position, please download and complete the Job Application Form from our website (www.highfieldschool.org.uk/Summer-School-Jobs) including the names and addresses of two referees, and send it along with a CV and Letter of Application to: hr@highfieldschool.org.uk.

For more information about the Summer School or Highfield & Brookham Schools please visit our website: www.highfieldschool.org.uk/summerschool

