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**Job Title:** Summer School Director

**Responsible to:** Principal of TSI

**Responsible for:** Summer School Coordinator

Summer School Academic Manager

Summer School Pastoral Manager

**Hours per week:** Full time position, all year round

**Salary:** Dependent on experience

**Start date:** ASAP

**Background**

Taunton School was founded in 1847. It is an independent day and boarding school for approximately 1100 boys and girls, aged from 0 - 18 years, with approximately 400 boarders. We aim to challenge, inspire and nurture young people to succeed in a global community.

Taunton School comprises the Senior School (TS) for students aged 13 – 18, the Preparatory School (TPS) for students aged 7 – 13, the Pre-Preparatory School (TPPS) for children from 0 – 7, Taunton School International (TSI) and Taunton School International Middle School (TSIMS). TSI and its Middle School (TSIMS) run Senior and Junior Summer Schools respectively, for a nine week period in the summer holidays as well as a number of short courses throughout the year.

Taunton School International (TSI) was set up by Taunton School in 1996 to provide a first step for overseas students wishing to complete their education in a British school. It is located on the school campus, is fully residential and has places for 80 boys and girls aged 15 - 17 who are all on a one-year or two-year GCSE programme. It shares the school’s facilities and is part of the school community. It operates term-time and summer courses. In 2012, TSI opened its Middle School (TSIMS) three miles off campus to extend its provision to younger students aged 8 - 14.

Taunton School is an Equal Opportunities Employer and is caring and reasonable in its approach to all staff; it values its staff and has achieved formal accreditation in the Investors in People Gold Award.

Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Overall Purpose**

* To hold primary responsibility for the recruitment of the target number of international students onto the six-week Summer School and ten-day Pre-Sessional Courses;
* To support the Director of Marketing & Admissions (DoMA) in the recruitment of international students into all parts of the school, including the Prep School (TPS), International Middle School (TSIMS), Taunton School International (TSI) and the Senior School (TS).
* Supported by the Academic and Pastoral Summer School Managers, to oversee the successful recruitment, planning, delivery and management of all logistical, academic, co-curricular and pastoral provision of the International Summer School;
* In accordance with the international marketing plan, to contribute to the development and delivery of advertising and marketing material and to ensure the appropriate use of media relevant to the summer school’s target markets.

# Duties and Responsibilities

The Summer School Director is responsible for:

Recruitment:

* Promoting Taunton School to recruit students from a wide variety of nationalities by attending exhibitions, workshops and events, usually overseas but also in the UK;
* After attending such events, following up in a timely and professional manner with any agents and families;
* Developing and maintaining good relations with reputable educational agencies, professional guardianship bodies and other schools and educational institutions;
* Hosting visits from prospective students, parents and agents, as required;
* Liaising with the admissions team to ensure opportunities for promoting our year round provision are maximised and well thought through;
* Being instrumental in the creation, promotion and development of alternative summer courses and the generation of appropriate revenue streams, which support the School reputation, brand and image;
* Identifying and responding flexibly to developing trends in the Summer School and International Recruitment markets, maximising the opportunity to recruit students and to provide the service required.

Leadership:

* Overseeing the timely planning, organisation and running of all Summer School programmes July and August through delegation of duties to the Summer School Academic Manager (SSAM) and Summer School Pastoral Manager (SSPM);
* Through delegated responsibility to the SSAM:-
* oversee and ensure the effective recruitment, deployment and management of suitable teaching staff within an agreed staffing budget
* oversee the creation of staff timetables
* calculate pay and liaise with payroll
* ensure that all staff are inducted, performance managed and that they fully understand their roles, including the policies and procedures in place at TSI
* ensure that the academic content of the summer school is of high quality and appropriate for the ages and needs of the students and that this is delivered effectively by the teaching staff.
* maintain and update student and staff handbooks and policies
* Through delegated responsibility to the SSPM:-
* oversee the delivery of an appropriate and quality leisure programme, ensuring that the students are occupied constructively and supervised safely outside lesson times
* oversee the delivery of appropriate pastoral care within the boarding houses
* oversee and ensure the effective recruitment, deployment and management of suitable pastoral staff within an agreed staffing budget
* maintain and update student and staff handbooks and policies
* Through delegated responsibility to the Summer School Coordinator:-
* oversee the prompt and appropriate communication with parents, guardians and agents and the chasing up of enquiries
* oversee the organisation of all transfers and transport
* oversee the leisure programme bookings
* oversee the correct and accurate payment of Summer School deposits and fees
* oversee the timely and accurate payment of all summer school staff
* Ensuring that appropriate systems are in place and developed accordingly to facilitate the smooth running and delivery of all of the administrative functions of the Summer School;
* Working closely with all stake holders to ensure efficient use of resources, including facilities and teaching/pastoral staff.

Marketing:

* Providing the Principal of TSI and the DoMA with regular feedback on the market to inform both future provision for and marketing to international students;
* Supported by the Marketing department, contributing to the development of Summer School marketing material, including brochures, flyers, newsletters and social media posts;
* In conjunction with the DoMA, contributing to the on-going development of the international summer school website with content updated and maintained to ensure the reputation, branding and image of the school is effectively promoted;
* Carrying out statistical analysis of Summer School trends so as to identify areas of strength and areas for future development;
* During the Summer School itself, overseeing the collection of potential marketing material in the form of photographs, student work, videos and student testimonials.

Other:

* Conducting sound financial management of the summer school to maximise profitability to ensure that annual and individual budgets and targets are achieved;
* Representing the School professionally at all times;
* Attending relevant training and meetings as requested;
* Undertaking other reasonable tasks as and when required by the Principal and/or DoMA.

**Job Skills**

We are looking for someone who is ambitious and highly motivated and who will enjoy the challenge of growing the summer school and other summer programmes over time.

The Director of Summer School will preferably hold a degree plus a minimum of three years’ full-time, relevant experience. A background in organizing and running Summer Schools is essential and TEFL qualified status (TEFLQ) as recognized by the British Council is an advantage but not essential.

The role requires a high degree of networking both externally and with internal stakeholders and is suited to someone with broad management skills, sound business and commercial acumen, who is able to work to targets, delivering a financial return net of costs as agreed with their line manager.

In addition, the post holder will have the following skills:

* Possess a high standard of personal presentation and excellent inter-personal skills
* Literate, highly numerate and possessing effective IT competency
* Outstanding communication skills – written and oral
* Highly innovative
* Ability to work as a member of a team
* Exemplary customer service skills
* Excellent IT skills
* Experience of operational and project management
* A positive, ‘can do’ attitude with the proven ability to analyse and evaluate complex issues to provide appropriate solutions
* Strong people management skills with the ability to resolve difficult situations, implement change and foster excellent working relationships amongst teams
* Knowledge and understanding of other International languages and cultures

**Terms & Conditions**

**Salary:** Dependent upon experience and qualifications (please contact HR for further details)

**Hours of work:** This is a full time position, all year round, with approximately 9 weeks holiday per year.

Core hours 8.30am to 5.00pm Monday to Friday

A degree of flexibility will be required to meet the demands of the role and the needs of the business, with longer hours during the Summer School period and some weekends.

**Pension**: Automatic enrolment in the School Pension Scheme should you meet the eligibility criteria.

**Other Benefits:** Free meals when on duty and the School kitchen is open.

Discounted Sports Club Membership.

Contributory Health Scheme (when probation period completed)

Adrian Hallworth

*Principal TSI*

October 2018