



DEAN CLOSE FOUNDATION

Job Title	Summer School Director of Studies
Reporting to	Head of Summer School
Department	Dean Close Summer School
Hours of work	Up to 48 hours per week spread over 6 days
Start Date	July 6 th 2026
FTE Salary	£850 - £950 per week, depending on experience
Foundation Area	Dean Close Foundation
Location	Cheltenham, GL51 6HE

Dean Close Summer School

Dean Close is a co-educational day and boarding school which provides continuity of education from age 2 to 18. The school was established in 1886 and is set in 50 acres of parkland in the centre of Cheltenham.

The Summer School is a new addition to the school's offerings, and we aim to provide an exciting English language and activity programme that matches the high-quality British boarding school experience offered throughout the academic year. The programme runs for four weeks from July 8 – August 5 with international students typically joining for two weeks at a time (either July 8 to July 22 or July 22 to August 5). This role includes a 2-day induction prior to students arriving. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy a varied evening social programme. Throughout their 2-week block, they take part in 6 culturally enriching excursions to destinations around, and including, Cheltenham. The programme is then repeated for the 2nd two week block, with small changes depending on differences in numbers and ages.

You can find more information about the Summer School at www.deanclose.org.uk/summer

The Role

The Director of Studies (DoS) is responsible for delivering a successful and highly engaging academic programme, through careful planning and management of the teaching team. Following delivery of an initial placement test, the DoS is then responsible for allocating students to classes accounting for age and level, and a good nationality mix. The Director of Studies will work closely with the Head of Summer School and Activities Coordinator to ensure maximal opportunities for learning and using English across the entire programme. They will directly manage the teaching team to ensure professional standards are maintained, learner needs are addressed, and professional development of teachers is supported.

They will be on direct call and on duty to solve any problems that emerge from the academic programme. They will assist the Head of Summer School in all aspects of summer school management and may assume part of his duties when he is not on-site.

Purpose of Job

Main Duties and Responsibilities

- Coordinate all aspects of the academic programme, ensuring the most appropriate teaching staff is allocated to each different group
- Support teachers to ensure all lesson objectives are carried out and a strong programme of learning is taking place
- Ensure all equipment is readily available at the start of each teaching day, including registers, schemes of work, etc.
- Liaise with the Facilities Manager to ensure facilities are booked and set up for each required session
- Maintain the highest level of quality in the delivery of the entire teaching programme
- Directly line manage the teaching team, providing support, guidance, advice and CPD where appropriate
- Coordinate with the Head of Summer School to ensure the highest level of quality in the academic programme



	<ul style="list-style-type: none"> • Coordinate with the Activities Coordinator to ensure students are getting the best English learning opportunities throughout the entire programme • Coordinate and communicate with all relevant departments, including visiting Group Leaders, to ensure that student wellbeing is safeguarded • Check paperwork such as registers, risk assessments and other paperwork to address any issues before they become problems • Liaise with Group Leaders and other stakeholders to ensure students are getting the best from the summer school experience • Provide professional and personal development to the teaching team, including through observations and workshops • Communicate frequently and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained • Ensure all administrative tasks and paperwork is completed accurately and efficiently • Safeguarding students' wellbeing, by reporting any and all incidents, and being available to solve students' problems • Enforcing the student Code of Conduct and tackling behavioural issues • Motivating students and inspiring them to try new activities and take part in all events • Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment • Interact with students, staff, agents, and group leaders with courtesy, professionalism and respect at all times • Uphold the high reputation of Dean Close throughout all interactions • Work in line with all policies and procedures
Line management duties and responsibilities	<ul style="list-style-type: none"> • Summer School EFL Teachers <ul style="list-style-type: none"> ○ Provide guidance, support, and experienced advice to enable teachers to deliver a high-quality academic programme • Summer School Activity Leaders <ul style="list-style-type: none"> ○ Provide support for activity leaders for dealing with international students, especially ways to manage and scaffold low level speakers of English
Financial Responsibility	<ul style="list-style-type: none"> • This role holds no financial responsibility.



Person Specification	
ESSENTIAL	DESIRABLE
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's degree or higher (or equivalent) • TEFL-Q qualified or higher (DELTA, DipTESOL or equivalent) 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's degree in English Language Studies, Linguistics or relevant field • MA Applied Linguistics or TEFL (or equivalent) • First Aid or related qualifications • Relevant safeguarding qualifications
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience managing and/or supporting teachers • Previous experience in a summer school setting or working with international students in a UK setting 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Curriculum development and design
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Able to motivate and lead a team of people effectively • Able to make quick decisions, rationally and proportionally • Good understanding of different cultures, and ability to promote cross-cultural interactions • Excellent at problem solving and adapting to changing situations • Be loyal, honest, trustworthy and reliable • Enthusiastic, highly motivated and well-organised • Confident, proactive with a helpful and flexible approach • Able to demonstrate initiative and creativity • Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach • Ability to communicate effectively with all colleagues • Strong desire to improve knowledge 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Strong aptitude for computer-based administration tasks
<p><u>Personal qualities, attitude, and behaviours</u></p> <ul style="list-style-type: none"> • Dynamic and flexible, with willingness to take part in all aspects of the summer programme • Enjoys working with children and teenagers • Able to communicate effectively and clearly to large groups of people • Able to work well in a team environment • Able to work well under pressure and be flexible in their approach to work • Proactive • Work towards and support the Dean Close Foundation stones/values of; <ul style="list-style-type: none"> ○ love ○ courage ○ contribution, allowing those around you to flourish. • Demonstrate and develop the following skills: <ul style="list-style-type: none"> ○ Critical Thinking ○ Compassion 	



<ul style="list-style-type: none"> ○ Creativity ○ Collaboration ○ Communication ● Support and contribute to the Foundation's responsibility for safeguarding pupils. ● Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors. ● Promote equality of opportunity for all students and staff, both current and prospective. 	
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Terms of the Role	
<ul style="list-style-type: none"> ● You will be contracted to work up to 48 hours per week. This is made of roughly 17 hours of time when teachers are delivering classes, with time around this to support teachers in lesson planning. The rest of the time is given to supporting the management team and the overall delivery of the summer programme. ● You may be required to work 6 days per week but will be guaranteed 1 day off per 7 days, depending on staffing requirements and student: staff ratios. ● Due to the short-term nature of the summer programme, it is not possible to take holiday time during the course of the short-term employment. ● Day off requests may be given in exceptional circumstances where it has been agreed upon before the role commences. ● Meals provided for the duration of the Summer School ● Residential and non-residential opportunities available ● Residential opportunities come at no extra cost but demand greater input on the residential and pastoral side of things ● Free onsite parking 	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

