

## Director of Studies

Meridian School of English (part of the Tellus Education Group) operates two well-established and growing language schools in Portsmouth and Plymouth.

We are seeking an experienced Director of Studies who will be based in our Portsmouth School.

Our ideal candidate will be hard-working, dynamic, organised and ambitious with a genuine passion for academic excellence. Commercial awareness will be an advantage.

Purpose of role:

As Director of Studies, you will have overall management of the academic programme and the teaching team. You will proactively support and guide your Assistant Director of Studies and academic team to achieve a high standard of performance, enabling them to deliver an outstanding academic programme for students. You will also be responsible for the academic recruitment in consultation with the HR Officer.

You will report to, and deputise for the Director of Sales, supporting them in the general overall running of the School and care of the students and clients that visit.

Accreditation

Responsibility for overseeing and coordinating preparation for British Council inspections for both Plymouth and Portsmouth.

### Requirements:

- DELTA qualified or equivalent
- Educated to degree level
- Integrity, honesty, and reliability
- Experience in management of people and programmes
- Ability to effectively lead and motivate both staff and students
- Strong customer-service focus with a commitment to the highest possible standards
- A strategic thinker and planner, able to prioritise and multi-task
- Excellent communicator, with ability to build and maintain strong relationships
- Resourceful
- Working to deadlines whilst remaining flexible at all times
- Able to handle difficult situations with confidence and remain calm under pressure
- Attention to detail
- Commitment to the academic success and broader success of our students and our School
- Ability to adapt in a fast-paced, exciting work environment
- A strong sense of ownership and the drive to succeed
- Cultural awareness and ability to communicate with individuals from different backgrounds
- Positive 'can do' attitude to work
- Highly motivated, cheerful, approachable and dynamic
- Excellent IT skills
- Well presented

### How to apply

If you would like to find out more about this exciting opportunity then please apply by sending a CV providing a full career history. This should be accompanied by a cover letter telling us why you are the best candidate for this position. Please send your CV and cover letter to [vacancies@tellusgroup.co.uk](mailto:vacancies@tellusgroup.co.uk)

If you would like any further information and an informal chat; please contact Julie Orchard on 01752 876 047.

The closing date for applications is 29<sup>th</sup> March 2019.

Salary: £28,000.00.

There is no relocation package offered with this position.

#### Additional Information

Please Note: This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment therefore the following checks will be made:

- An enhanced DBS check will be required for this role.
- References will be followed up and will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18
- All gaps in CVs must be explained satisfactorily
- Proof of identity and (where applicable) qualifications will be required
- Appropriate suitability checks will be required prior to confirmation of appointment.
- Proof of address i.e. utility bill or bank statement.

Please note that all communication will be electronic; please check your e-mail/SPAM box regularly.

It is sometimes necessary to close vacancies before the closing date if a suitable candidate is appointed.

*Tellus Education Group Ltd is an equal opportunity employer and welcomes applications from all sections of the community.*