Interim 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 for Adults.

We are seeking an experienced Interim Director of Studies based in our Portsmouth School for an approximate 6 month fixed term contract to start as soon as possible. This appointment can be terminated by mutual agreement anytime during September.

Purpose of role:

As the Interim Director of Studies, you will have overall management of the academic team. You will proactively support and guide the 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. In addition, there may be teaching duties - cover.

You will report to the CEO based in Plymouth.

Main Duties and Responsibilities

* Setting up the Curriculum/Syllabus for all courses provided by Tellus Group/Meridian Plymouth (including General English, Business English, Examination courses and bespoke courses, as required by Work Experience students and Professional Development Courses).
* Ensuring the quality of teaching and instruction meets with the school ethos of ‘Academic Excellence’ at all times and as prescribed by British Council.
* Ensuring that students’ satisfaction with the academic programme exceeds high expectations.
* Dealing with student complaints on academic matters or any issues affecting the smooth running and/or reputation of the school.
* Timetabling: both group and one-to-one classes and produce accurate registers for each lesson.
* Maintaining clear lines of communication with Senior Teacher in Plymouth to ensure Academic Dept. is adequately staffed and all aspects of the day-to-day running are known and understood.
* To hold regular staff meetings and ensure staff attendance, ensuring that minutes are kept and actions are followed up.
* To ensure all staff maintain current academic policies and practices and to conduct regular checks.
* Carrying out ‘in-house’ H&S induction for new staff employed at Portsmouth school.
* Point of contact with Guildhall Trust with regards to booking additional rooms for test of students during large intakes.
* Ensuring staffing levels for new and existing courses is adequate in liaison with HR.
* Conducting meetings relevant to the ELT department.

• Advice and support on teaching matters as required.

• Keeping accurate records and ensuring that the teachers complete all the necessary administration.

• Observations: to routinely undertake a programme of quality focused and developmental focused observations.

• Receiving and acting on regular feedback from teachers and students.

* To work effectively with other Senior Managers as necessary to ensure the School is run effectively and efficiently.

**Requirements:**

* DELTA qualified or equivalent
* Educated to degree level
* Integrity, honesty, and reliability
* 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
* 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 thenplease 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 12th April 2019.

Salary: £28,000.00

Accommodation can be provided for those not resident in Portsmouth.

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.*