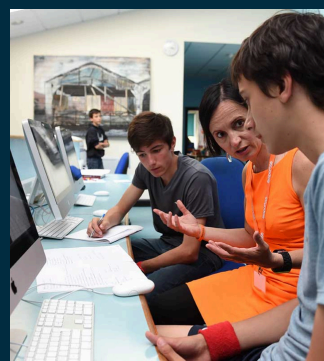


# exportise

SUMMER SCHOOLS

Recruitment Guidance

# DIRECTOR OF STUDIES



**JOIN  
TEAM  
ORANGE**

# TEAM ORANGE

For over 35 years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange**" way, the heart of our summer school magic. Our **goal** is crystal clear—to provide every young person—regardless of their talent levels—with language skills and overall confidence in their own abilities, fostering the self-belief needed to fulfil their potential. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to be recognised as THE BRAND for an outstanding, progressive and complete summer school educational experience that creates lifelong memories and is built around:

- excellent English language learning
- top-class sports coaching
- varied and memorable social programme
- supported throughout by exceptional levels of customer service.

We are immensely proud that **a large majority of our staff returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on **Team Orange** is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



**JOIN  
TEAM  
ORANGE**

# 2024 KEY INFORMATION: DIRECTOR OF STUDIES

## KEY JOB PURPOSE

To oversee and manage the academic aspects of the program, ensuring the delivery of a high-quality educational experience for all students.

## REPORTING TO

Centre Manager

## SALARY

From £900 per week  
(including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Typically 8:00-20:00, Mon - Fri.  
Weekend hours vary.

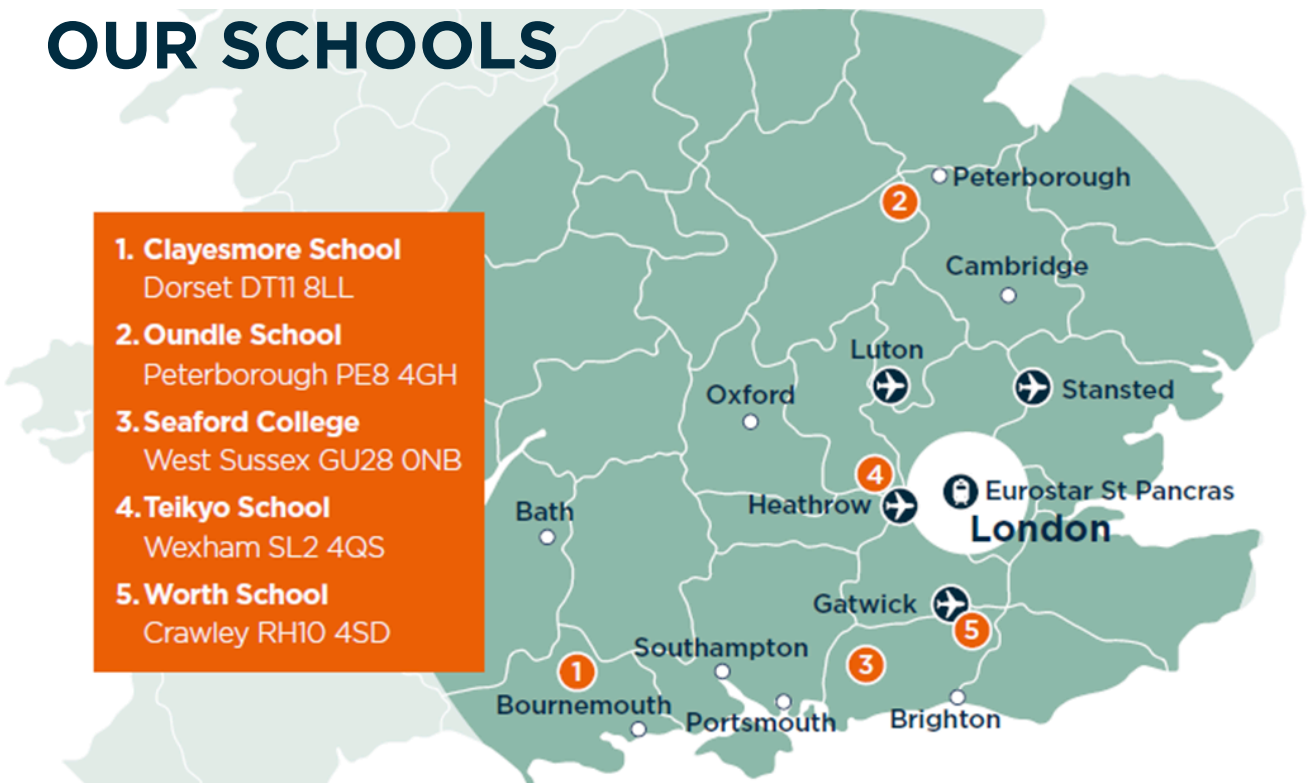
## TIME OFF

One full 24 hour period per week,  
usually Saturdays

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS



# OVERVIEW

The Director of Studies is primarily responsible for overseeing all aspects of the English language instruction at the centre. They will lead a team of EFL Teachers in developing and implementing an English language programme based on a syllabus and schemes of work specifically designed for our students. As a senior management team member, the Director of Studies also contributes to the camp's overall management and operations and will strive to provide the students with the best possible experience.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

## ACCOUNTABILITIES

- To understand how the Exsportise language programme works and to ensure that all teaching, processes and paperwork meet British Council standards at all times.
- To lead a team of EFL teachers and to provide the necessary guidance and support to ensure they are teaching to a high level.
- To ensure lessons meet the Company's motto (Tell me and I forget. Teach me and I remember. Involve me and I learn.") and aims. The Exsportise language programme aims to be meaningful, dynamic, interactive, and reactive to students' needs, with an expectation that teachers ensure lessons are engaging, relevant, and fun.
- To ensure teachers set clear learning outcomes and make these known to their students at the start of every lesson and tick these off once achieved to demonstrate learning throughout the lessons.
- To create and maintain a positive atmosphere amongst EFL staff and students
- To observe and appraise all teachers and provide constructive feedback.
- To monitor teachers' lesson plans and lesson records, ensuring lesson plans show variety, a good pace and are challenging for the students.
- To support new teachers with lesson planning and delivery, if required.
- To offer a "buddy system" for less experienced teachers, if required.
- To act as an additional cover teacher when necessary (qualified teachers who are not on a full teaching schedule should be used for cover in the first instance)

- To assess all language students' standards and place them into classes according to their ability. Match teachers appropriately to classes and, where possible, consider teachers' level preferences.
- To ensure that when classes are multilevel, students are provided with differentiated input.
- To take responsibility for all students' safety, welfare and behaviour, including discipline, during the English programme.
- To deal with any queries or problems that staff, students, parents, or agents may have about the teaching of EFL calmly and efficiently.
- To take responsibility for any English language examinations (Linguaskill) carried out at the centre, including advising students, setting up the examination room, arranging invigilator(s) and providing exam feedback (if available immediately).
- To ensure that student exercise books are up-to-date, work is marked, mistakes are corrected, and students' self-reviews are completed.
- To ensure that classroom displays are clear, vibrant, illustrative and representative of the student's weekly work.
- To ensure written reports are completed for each language student (even if they changed off English) at the end of each week and are accurate and error-free. To carry out an end-of-week presentation of certificates and awards.
- To run weekly EFL staff meetings and CPD sessions. Encourage experienced teachers to take charge of some CPD sessions themselves.
- To provide elocution guidance to activity coaches to link classroom English language learning with activity programmes.

## Additional Duties

- To be on-site on Sundays to assist teachers with additional planning and to welcome new arrivals. To be present for the Welcome Meeting, where all senior staff gets introduced to the students and the EFL register may be checked.
- To attend daily staff meetings
- To follow guidelines outlined in the Staff Handbook and as explained by the Centre Manager.
- To help set up / pack up camp as required and produce an end-of-summer inventory. Ensure classrooms are left as found.
- To carry out any other reasonable duties as required by the Centre Manager

# PERSONAL SPECIFICATIONS

## REQUIRED

- First degree or equivalent
- DELTA, Trinity Diploma in TESOL, MA TESOL/Linguistics or equivalent
- minimum of 3 years' EFL teaching experience with international teenagers
- Previous DOS/ADOS experience with this age group
- Lead by example; willingness to teach (if required)
- Strong leadership skills, be able to manage, develop and motivate a team of teachers and able to set high standards
- Able to deal well with pressure, strong problem solving and multi-tasking skills
- Enthusiastic and friendly
- Excellent communication skills with people of all levels
- Flexible and adaptable approach to working hours

## DESIRED

- Young Learners specialism
- Previous experience with Exsportise

## WORKING CONDITIONS

- You are entitled to one 24-hour period off per week, usually on Saturdays
- You will be asked to sign the 48-hour working week opt-out agreement.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before our courses start.

# EARN, LEARN, GROW

Oundle  
Seafood  
Worth

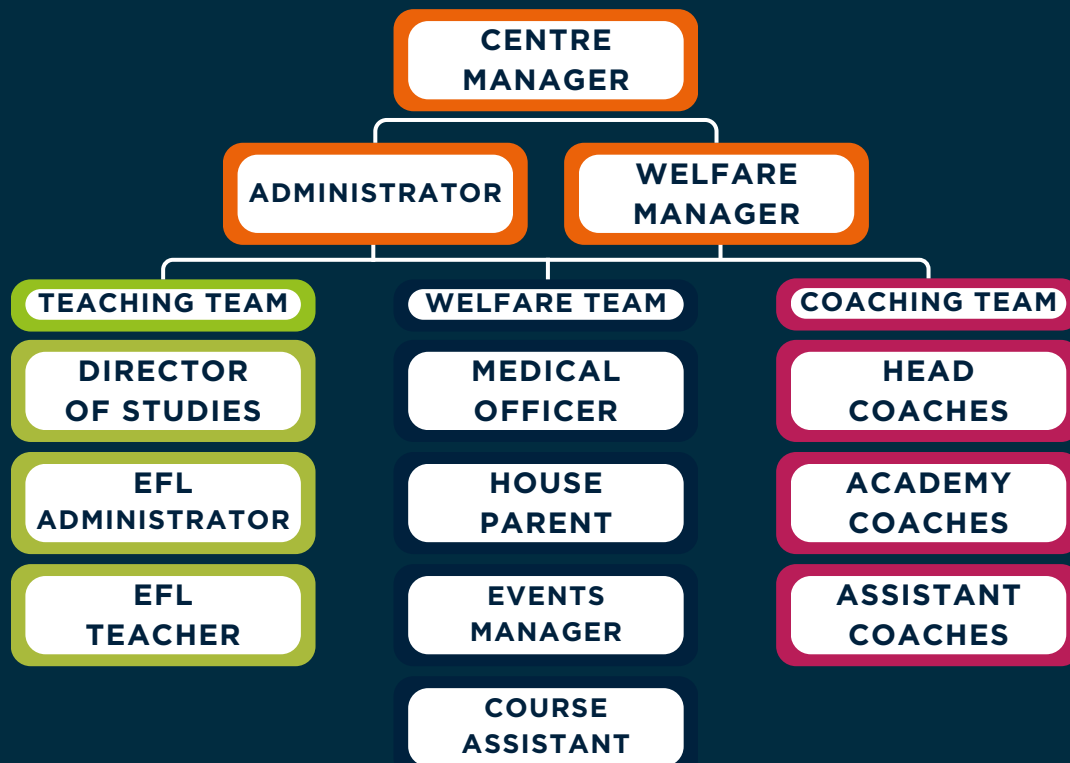
£1000 per week  
(£892 + 12.07% holiday pay)

Clayesmore  
Teikyo

£900 per week  
(£803 + 12.07% holiday pay)

- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Learn from other professionals in an ever changing and multi-national environment
- Inspire others and be part of their professional development

## CAMP STRUCTURE

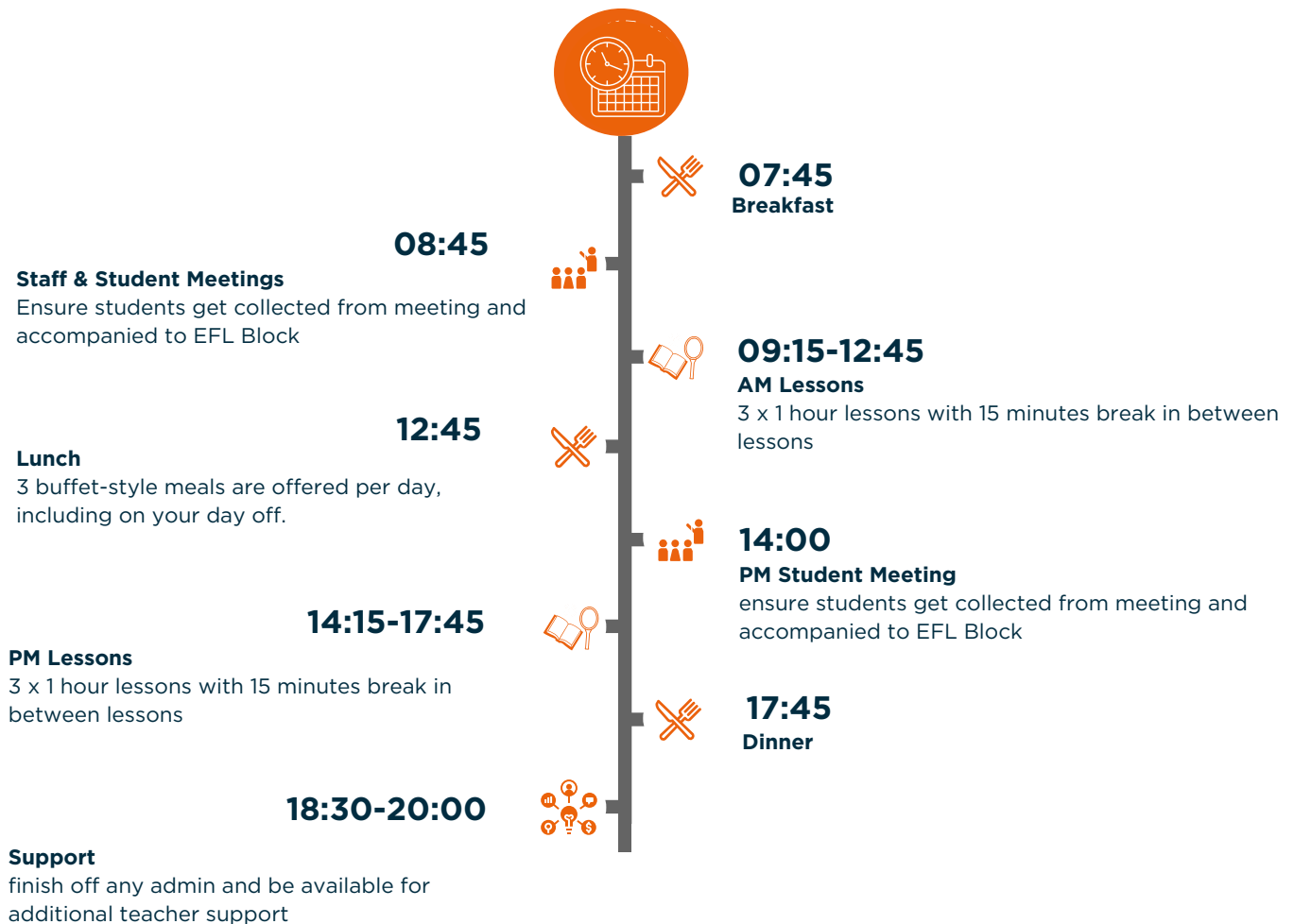


# SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a Director of Studies may look like. Please note, this is a sample only, and may vary based on the requirements of the actual camp.

## MONDAY - FRIDAY



## SUNDAYS



**12:00-21:30**

**Prep**

Admin & additional teacher support  
New Arrivals - Placement Testing



Time off during this day is at your discretion



# OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



**el.gazette**  
Centre of Excellence  
**2023-2024**

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