

# Job Description: Director of Studies or Academic Manager

## About Bucksmore

Bucksmore courses are for students aged 10-18 and have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIEoneer 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the summer programmes we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

**Job Title:** Director of Studies (TEFLQ) or Academic Manager (Non TEFLQ)  
**Reports to:** Centre Manager, Bucksmore Academic Manager and Head Office Team

**Locations:** All locations.

**Courses:** All Courses.

### Course Dates:

Bucksmore Summer courses run from the 23rd June to 11th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.

### Remuneration:

Directors of Studies - Diploma qualified (TEFLQ status)

Up to £731.21 per week - £590 basic pay + 12.07% holiday pay per week (£71.21) + up to £70 performance related weekly bonus.

Academic Manager (Non TEFLQ status role)

Up to £641.56 per week - £510 basic pay + 12.07% holiday pay per week (£61.76) + up to £70 performance related weekly bonus.

Staff bonus descriptions are provided prior to the start of a role in the Staff handbook.

## Director of Studies and Academic Manager • Main Duties & Responsibilities

**Role Definition:** Academic Managers on Bucksmore courses responsible for delivery of Academic programmes the academic management and organisation of the centre. They work to ensure the curriculum is delivered effectively and meets the standards set out by the Head office Academic Manager (in direct line management) and our accrediting bodies (e.g. British Council). Furthermore, as one of the three principle senior members of staff, the role works closely with the Centre Manager to aid the smooth and effective running of the centre. Both the Academic Manager and Activity Manager line manage the residential staff so good communication with the Activity Manager and administrative staff will ensure the most effective use of staff time outside of teaching duties.

This list summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager or Head Office Academic Manager and Head Office Team. Bucksmore will exercise this right reasonably.

- Organising the testing, placement and induction of students where required
- Providing support and guidance to teachers, including leading the teacher induction and running CPD sessions where relevant
- Time-tabling classes and allocating Counsellors or relevant teaching staff to teach appropriate classes and levels
- Effectively manage materials and resources
- Maintain academic administration as set out by the Bucksmore Head Office Academic Manager
- Carrying out lesson observation and feedback and end of course staff appraisals
- Teaching as required to meet operational demands
- Ensuring all end of course student reports are completed at the appropriate times
- Assisting the Centre Manager in the set-up and shut down of the centre, including ensuring all teaching resources are in place and at the end of the course are returned to Head Office
- Assisting the Centre Manager in the day to day running of the centre, including standing in for the Centre Manager in his or her absence

# Director of Studies/Academic Manager

- Assisting with the induction, meeting and greeting of new arrivals
- Supervise student wake-ups and bed-times with the centre management team
- Planning, implementing and running weekly academic group projects and project presentations
- Cooperating with accrediting organisations, such as the British Council, to help ensure successful accreditation inspections
- Speaking to students, Bucksmore agents and parents about academic matters when necessary
- Arrange peer observations and cover for the duration of peer observation

## Director of Studies or Academic Manager • Person Specification

**Legal Requirement:** All applicants must have the eligibility to work in the UK prior to commencing employment

The following are the essential and desirable requirements needed in order to do the job.

### Knowledge, qualifications and experience:

Essential

- Native or native-level English speaker
- First degree
- A minimum of three years' teaching experience
- A sound knowledge and experience of teaching 10-18 year olds or age groups specific to centre – 10-13, 13-16 and 16-18

Essential for Director of Studies only:

- DELTA, Trinity Dip TESOL, Masters in either TESOL, ELT or Applied Linguistics

Desirable

- Postgraduate degree or equivalent
- Young Learners teaching qualification
- Educational management experience in a summer or residential setting
- Experience of preparing students for exams especially the Cambridge suite and / or carrying out the administration for these exams.
- Speaking examiner experience

### Skills, abilities and competencies:

Essential

- Excellent communication skills
- Proven leadership skills
- Exceptional organisational skills
- Proven ability to work effectively under pressure
- Excellent administration skills
- Experience with Excel spreadsheets

### Personal Attributes:

Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work

# Director of Studies and Academic Manager: Further Information

**Background:** Students attending a Bucksmore summer programme receive a combination of English Language or subject specific tuition and a comprehensive activity programme including 2 full day excursions and 1 half day trip every week. There are activities every afternoon and evening with the excursions and trips spread throughout the week. Bucksmore students travel unaccompanied and are not parts of the large, single nationality groups that travel with Group Leaders. The Bucksmore philosophy is for students to mix with their fellow students and staff to make their time with us a rich and truly international cultural experience. All students on EFL Language programmes sit a final Bucksmore Assessment.

**Pastoral Care:** Due to the nature of a residential summer camp, Academic Managers will be aware that their role is not limited to just running the academic programme, but that students require 24/7 pastoral care, discipline if & when required, and supervision at bed-time and wake-ups.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

**Experience and abilities:** Experience and abilities: Academic management roles necessitate significant teaching experience; the ability to provide academic support to teachers and sound management skills are prerequisites for the position and are considered equally important. Successful applicants will be required to attend senior staff training at the Bucksmore Head Office. Due to accreditation requirements all Academic Managers on our EFL programmes are required to have TEFLQ status as recognised by the British Council and are deemed 'Directors of Studies'. Applicants without TEFLQ status may be considered for Academic Manager roles on courses that do not have EFL components but still require similar levels of experience.

**The Working Week:** At least 48 hours per week. All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week. The role will require substantial amounts of walking when leading excursions and from time to time lifting and carrying equipment when setting up activities.

## Director of Studies and Academic Manager • *Next steps, Safeguarding and paperwork*

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

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As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Once appointed you will be required to provide evidence of your ID, qualifications and provide at least two recent and relevant references, ideally with professional email addresses. You will also be required to undergo an enhanced DBS check or its equivalent from your country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.