



## **LANGUAGE SCHOOL DIRECTOR OF STUDIES (2019)**

### **The Position**

The Director of Studies' key responsibility is the implementation, smooth running and administration and ultimately successful delivery of all academic syllabus and ethos throughout the summer programme.

### **The College**

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills.

### **Background**

Glenalmond Language & Activities programme provides residential programmes for overseas students aged 10 – 15. On week-day mornings, the students attend English classes with a minimum of three hours per day tuition.

In the afternoons, evenings and at weekends the students take part in an extensive sport and cultural programme which take place on campus. There are also opportunities to travel off to many of our fantastic culture and historic sites located throughout the heart of the Scottish countryside. All students have the opportunity to enjoy two full day excursions off campus at the weekend.

The Director of studies will take overall responsibility for all aspects of teaching and learning within the language school. Key emphasis will be to develop and implement the educational philosophy of the school and to promote a culture of best practice. To design and manage all teaching the academic elements of the language programme. Promoting best practice and ensuring that high teaching standards are maintained throughout the course of the time table.

### **Essential Personal and Professional Qualities Sought**

- First Degree and CELTA or Trinity TESOL, or PGCE, or other
- Min of two years teaching EFL
- Ability to lead and manage an academic team
- Clear communicator with a natural ability to explain different aspects of English language
- Excellent organisational skills and ability to multi-task under pressure

- Ability to motivate and enjoy working with large groups of children/teenagers.

#### **Desirable**

- DELTA or Dip TESOL
- A valid First Aid Certificate
- Experience of managing teams in a summer school environment.

This is a residential role. Full board and accommodation will be provided.

#### **The successful candidate will be:**

- An effective communicator with strong supervisory and leadership skills who has a background in residential boarding school within education
- Energetic and enthusiastic as the day-to-day schedule can be busy and demanding
- Resilient, with the ability to work well under pressure and manage time effectively
- Experienced and confident in safeguarding and pastoral care
- Knowledgeable regarding the legalities of child protection and safeguarding
- Someone who enjoys both working collaboratively and the challenges of leading a small and dynamic team

#### **Terms**

- All applicants must be fully Disclosure Scotland checked and hold a current PVG scheme certificate or similar licence
- Contracts are available for one to seven weeks within the period from **2 July to 5 August 2019**
- All meals and accommodation are provided.

#### **Applications for the post**

Detailed information about Glenalmond, together with an application form, can be found at <https://www.glenalmondcollege.co.uk>

For an informal chat please contact the Programme Director, David Stott on 01738 842042.

Please return completed applications either by post (marked Private & Confidential) to: Barbara Clark, Head of HR, Glenalmond College, Perth, PH1 3RY, or by email to [barbaraclark@glenalmondcollege.co.uk](mailto:barbaraclark@glenalmondcollege.co.uk)