



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
253 Wells Road Malvern Wells
Worcestershire WR14 4JF
Tel: +44 1684 892300
www.abbeycollege.co.uk
enquiries@abbeycollege.co.uk

Director of Academic Studies Job Description

School Profile

The Abbey College is an international co-educational boarding school based in Malvern, Worcestershire. During the academic year (September to June) we can have up to 100 students aged 14 to 18 years, from as many as 20 different countries, aged 13 years plus, studying a variety of courses, including IGCSEs, A Levels and (pre-university) Foundation. The majority of these students live at the College. In addition to this we also run short course groups throughout the year and a residential summer school (100 - 200 students per week) from mid-June to early September.

Candidate Profile

The successful candidate will have a keen interest in student welfare, safeguarding and development; have a desire to learn and grow in the role; enjoy working with international students; be customer orientated and performance driven; be enthusiastic and committed with stamina and a positive attitude.

Overview of Role

The purpose of the Director of Academic Studies (DoAS) is to manage and develop the academic staff, students and courses for our predominately international clients.

The DoAS will support the work of the staff in raising academic performance and developing the academic profile of the School. He or she will also work closely with the Heads of Department including Welfare and Student Experience and other senior staff to ensure the effective monitoring and tracking of academic progress at all levels, the continual improvement of academic standards and the highest levels of individual pupil progress.

Job Purpose:

- To maintain a high profile throughout the college, ensuring the smooth day-to-day running of the academic side of college operations and working with the Principal and staff to sustain and enhance academic outcomes for the students
- To support the Principal in evaluating, co-ordinating and developing the academic aims and standards of the whole college in partnership with other staff
- To represent the views of the staff to the Principal and the Principal's views to the staff
- To liaise with the respective subject teachers on academic and curriculum matters, reporting to the Principal.
- To support the Principal in the performance management of teaching staff.

Key Tasks and Responsibilities:

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

In addition to the job description for all teachers, the following duties and responsibilities will be undertaken: It should be recognised that the position of Director of Academic Studies brings with it the need to be flexible. This list should not be seen as exhaustive.

General:

- Actively promote and develop the ethos and vision of the college.
- Lead by example in all professional matters ensuring that all staff observe matters such as dress, punctuality and mutual support.
- Offer support and encouragement to colleagues on academic and discipline matters.
- Ensure students are dressed correctly and following the college rules
- Support staff when dealing with students as necessary.
- Actively establish good relations with parents and visitors to the college.
- Support and attend all major college events.

Management:

- Ensure the efficient delivery of the learning process in college.
- Manage the teachers and any Heads of Department, outside of the EFL Department.
- Constructing the college timetable, break supervision rota, prep timetable and setting arrangements after discussion with staff
- Assist the Principal in identifying training needs within college linked to the College’s Self Evaluation document.
- Assist in the organisation of induction, start and end of term days with the Principal
- Co-ordinate and resource college and public exams and produce exam timetables, invigilation rotas. Be responsible for all external assessment administration. Keep up to date with changes in examination procedures and requirements.
- Manage the UCAS Process in conjunction with tutors and UCAS advisors
- Schedule internal examinations and collate results
- Advise and manage the external examination program ensuring exams are booked and staff are adequately trained to invigilate examinations
- Oversee and co-ordinate the Academic courses, University visits and the Entrance exam process
- Participate in the lesson observation and teacher appraisal schedule
- Ensure suitable cover is provided for sick or absent teachers
- To respond to student feedback as appropriate
- Actively promote and manage student behaviour endorsing college policies and procedures

Curriculum Development:

- Be responsible to the Principal for the delivery of the agreed curriculum and the maintenance and development of the highest possible academic standards.
- Lead academic agenda items at meetings involving Teaching and Learning
- Keep up to date with changes in educational theory, subject requirements and ensure DfE/ISI regulations are met.

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------

- Support the Principal in the review of all curriculum documents and schemes of work at least annually.
- Oversee the teachers monitoring of students work
- Support the Principal in the review of curriculum summaries, and academic handbooks.
- Ensure that appropriate targets are set to match the individual needs of students. Monitor the action and effectiveness of Individualised Educational Plans
- Assist in the preparation and successful implementation of academic policies and schemes of work.
- Ensure all assessment materials are ordered.
- Monitor, record and evaluate standards through assessment result analysis and by tracking individual and cohort progress and establish an overall view of the academic profile of the college, its students, both individually and collectively. From baseline tests to final public exams
- Coordinate assessment and examinations in other sites

Recruitment and induction of staff:

- In conjunction with the Principal, to oversee the recruitment, selection and induction of new members of teaching staff

As a member of the teaching staff:

- Teach a proportion of the timetable, as agreed with the Principal
- Take a fair and appropriate share of duties performed by teaching staff

This position is a residential position, with board and lodgings included in return for residential duties, and involves house parenting and duties associated with the post.

Working Hours

Hours of work will vary according to the requirements of the clients we have in the College, the number of students in the College and the needs of the College. The workload varies at different times of year so flexibility is required.

- During the Academic Year you will be expected to work a 5-day week that follows the academic timetable and on an alternating basis you will be expected to work either a Saturday or Sunday every second week.
- Consecutive days off will be organised wherever possible but cannot be promised
- During the Summer School (if appropriate) you will be expected to work on 6 days per week
- Working days can be any of the days of the week

Reporting to

Your Line Manager is the Principal, though you will also report directly to the Bursar on certain matters.

Other Responsibilities

Compliance

- Keep up-to-date with all safeguarding a child protection issues and ensuring that all teaching staff are informed about any changes required to policies and/or procedures
- Updating the relevant documents and related policies so they are current
- Provide training and refresher courses for the teaching staff
- Liaise with the Principal and Bursar about implementing suitable procedures

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

- Ensuring that all academic staff are compliant with the Independent Schools Inspectorate and British Council regulations
- Ensure that any unauthorised absence of students are reported and followed up immediately and to work with the principal to ensure that the parents and the proper authorities are informed
- Ensuring that all fire regulations are rigorously met and regular fire drills are carried out

Student Administration

- Interview potential individual students and recommend a proposed course of study
- Ensuring all students receive an appropriate induction for their course
- New students are tested and demonstrate that they are capable for the proposed program
- Monitor the performance of students by liaising with teachers and tutors
- Check individual reports are written appropriately
- Timetable both teachers and students for the specific courses offered
- Produce Individualised Educational Plans to enhance student performance
- Accurate performance statistics are recorded
- Student behaviour records are maintained and behavioural patterns identified
- Play an active role in liaising with the student experience coordinator to enhance the engagement on the courses offered
- Raise awareness of study strategies and the importance of prep
- Establish an English only culture at the college
- Helping students to understand and comply with the college rules
- Making sure that uniform codes are adhered to and that the students who should wear uniform have purchased the appropriate clothes.

Development and Management

- Organise and deliver regular teachers' meetings and feedback opportunities
- Conduct lesson observations and make recommendations that maintain teaching standards
- To produce a CPD program relevant to the teachers of the courses offered

Additional Responsibilities

House Parent

All residential staff provide welfare duties in lieu of their accommodation.

This may apply to them becoming an active and caring House Parent. The role of a House Parent is to provide our boarding students with a safe, caring and happy environment. promoting the general welfare, personal and academic development of all the boarders in accordance with the policy of the College and in the light of current legislation and recommendations concerning the welfare of children; building a strong personal relationship with each of the students in your care, to sound out the needs of each and to support the school in working continuously towards meeting those needs.

You will assist in setting up and implementing boarding house procedures for:

- Getting up, personal hygiene, showering, dress code, etc.
- Meals
- Bedtime
- The safe keeping of students' valuables and pocket money

Other duties include:

- Being on duty in the house on specified nights from after Bed Check to wake up (i.e. being present in your room in a fit and proper state to help students if they have any problems, fire alarm goes off, etc.)

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

- Ensuring that the house is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including weekends.
- Responding to any noises in the house after Bed Check
- Providing support and advice for students in your house
- Organising regular events/activities for the members of your house

You will report to the Welfare Manager or Principal on any matters connected with boarding house administration or student discipline/welfare/safeguarding issues that you believe require his/her attention.

These duties and responsibilities are a guideline and are not exhaustive, and are subject to reasonable change if required, and should be read in conjunction with the termly key tasks and responsibilities document.

Qualifications and Experience

The successful candidate will be expected to have:

- A background in ELT management, ideally with a qualification in education management
- A sound academic background, with at least a good honours degree and, ideally, a teaching qualification
- Understanding and experience of issues relevant to the safeguarding of children's health, safety and welfare
- Evidence of successfully leading and managing change, ideally at a strategic level
- Knowledge and experience of internal and external examination management and administration
- Career guidance experience especially navigating pathways into UKHE
- Ability to take the initiative, to seek advice where necessary and to work effectively as part of a team
- Ability to understand, use and encourage a variety of learning and teaching styles
- Evidence of achieving excellent results at GCSE and A-level or equivalent
- Understanding of recent and current trends in education, in particular pastoral care and pupil wellbeing
- Highly developed managerial skills and the ability to lead and inspire staff
- Ability to chair meetings in an effective and inclusive manner
- A track record of success in running an academic department within one or more good schools is highly desirable but, for the right candidate, not essential.
- **Person Specification**
 - No specific academic subject specialism is required of the successful candidate, who will be expected to teach a significantly reduced timetable.
 - Excellent time management, problem-solving and organisational skills
 - Highly developed interpersonal skills and the ability to work effectively with pupils, staff, parents and governors
 - Excellent written and oral communication skills and the confidence to present to audiences of pupils, parents and staff
 - A good eye for detail
 - Flexibility, resilience and a sense of humour and perspective
 - Outstanding levels of personal and professional integrity
 - Personal commitment to high standards and on-going professional development
 - High degree of motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Positive attitude towards behaviour management

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the college once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the college has received and verified two satisfactory references.”

The above does not form a contract in its own right and should be read in conjunction with your contract, the Abbey College Staff Rules & Disciplinary Procedures, relevant handbooks, Teaching Staff Job Description and Staff Terms and Conditions.

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the College.

Signature of Employee: Date:

Signed on behalf of the Abbey College: Date:

Produced by:	DB	Date:	19/10/2023	Checked by:	SC	Date:	19/10/2023	Approved by:	MN	Date :	19/10/2023
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	------------