

# TIE - Trinity International Education

## Job Description Assistant Director of Studies (Italy)

### Reports to:

Centre Manager & Head Office Academic Director  
(this will be explained at interview)

### Line Manager Reports to:

Managing Director & Operations Manager

### Hours of Work/Contract Type

- Fixed term 48-hour contract over a six-day week
- You may be required to work additional hours when requested to meet the needs of the business
- This position will involve working on weekends and other unsocial hours

### Purpose

- To be responsible for the smooth running of all aspects of the academic programme at the school, meeting TIE standards
- To teach English as a foreign language
- To line manage a team of EFL teachers and work closely with the on-site management team
- To carry out the relevant administrative tasks required

### Responsibilities & Tasks

#### People Management Responsibilities

- To manage a team of EFL teachers, ensuring they act at all times in accordance with the company policies outlined in the Staff Handbook, including the staff Code of Conduct
- To seek feedback from teachers, students and Group Leaders on all aspects of the academic programme, putting strategies in place to constantly improve the team's delivery
- To allocate teachers to classes and make arrangements to cover for absent teachers when necessary
- To provide support and guidance to teachers where required
- To both lead and attend all required meetings with staff, fellow senior staff, Group Leaders and host school representatives
- To participate in Group Leader and student inductions
- To follow the TIE appraisal policy

## Academic Responsibilities

- To be responsible for carrying out all tasks concerned with the setting up, running and closing down of the school as advised by Head Office
- To carry out all administrative tasks required to ensure the smooth and effective delivery of the academic programme
- To ensure teachers create a positive learning environment and deliver high-quality lessons in line with TIE's syllabus and course books
- To place students into classes according to TIE's Placement Policy
- To ensure that all students are presented with a Certificate of Attendance and Academic Report completed according to company guidelines
- To set up and regularly update academic notice boards
- To organise a Graduation Ceremony
- To prepare and teach engaging and communicative lessons across a range of levels to multinational classes
- To follow the prescribed syllabus and develop strategies for successful learning in accordance with directives from line management
- To maintain accurate, detailed, and up-to-date records of work, lesson plans and any other administrative records in line with TIE policies and procedures
- To record students' attendance on the classroom register and report immediately any absences in line with TIE procedure
- To write individual student reports for all students taught in line with the deadlines set by line management

## Other Responsibilities

- To hold the school's emergency phone as required
- To ensure that all students complete the feedback forms
- To act on any incidents of misbehaviour, according to TIE policy
- To act at all times in accordance with the company policies outlined in the Staff Handbook, including the staff Code of Conduct
- To follow TIE's Safeguarding Policy, ensuring it is followed by others, and maintain a friendly yet professional manner with students at all times
- To ensure that students adhere to the TIE Student Code of Conduct
- To take on the role of First Aider, if required, or to be aware of the designated First Aider/s on-site and report to them when First Aid is required
- To act in a seemly and professional manner with all of TIE's agents, students, Group Leaders and not to engage in any activity which may bring TIE, its agents, partners or the designated host venue into disrepute
- To provide excellent customer service to students, Group Leaders and other agents of TIE

- To be flexible to carry out any other duties as may be reasonably assigned by TIE or the Centre Manager

## Other Information

- Rates of pay will be discussed at the interview
- TIE will provide full board and accommodation included in the package
- Full training will be provided, and any online materials and courses will need to be read and completed before the start of employment
- All staff will be required to:
  - help with setting up the centre
  - complete an exit feedback form
  - attend an appraisal
  - attend staff meetings
- TIE operates a strict safer recruitment policy, and all staff will have checks made on their suitability to work with children to include:
  - Certificato del Casellario Giudiziale or local equivalent
  - references that will ask directly about the applicant's suitability to work with children
- Applicants must be eligible to work in the country where they are assigned and be able to supply proof of the same (TIE does not sponsor visas)
- TIE is an equal opportunities employer and, provided applicants meet the requirements for employment working with minors, does not discriminate against age, colour, disability, ethnic origin, gender, immigration status, marital status, social or economic status, nationality or national origins, race, religious or political beliefs, responsibility for dependents, sexuality, trade union membership or unrelated criminal conviction(s).

## **Person Specification: Essential**

### **Qualifications**

- Educated to degree level standard or equivalent
- DELTA/Trinity TESOL Diploma or MA in TESOL or other equivalent\*

### **Experience**

- Experience as a line manager
- Experience working with young people

### **Skills, Knowledge and Abilities**

- Meticulous and thorough approach to work
- Strong organisation and time management skills
- Effective people management skills
- Excellent communication skills and a team mentality
- 'Can do' approach to work
- Ability to work under pressure and be adaptable
- A good understanding of child welfare & safeguarding
- Computer literate with emphasis on Microsoft Word, Outlook & Excel

### **Personal Attributes**

- Some knowledge of foreign cultures
- Interests in activities and local cultures

*\* if you do not have one of these qualifications, but can satisfy other criteria, we may still consider your application*

## **Desirable**

### **Qualifications**

- Driving licence, First Aid, and Safeguarding qualifications

### **Experience**

- Experience in a similar role
- Experience in a summer school environment
- Experience in a customer service environment

### **Skills, Knowledge and Abilities**

- Knowledge of a foreign language