

JOB DESCRIPTION FOR DOS

CONDITIONS: **This job description applies to both Residential and Host Family courses**

GENERAL

The DOSs will be paid once for running the academic delivery of the course including delivering the agreed number of teaching sessions whether intensive or non-intensive. The number of teaching sessions and dates are listed in your job offer (email) and are as accurate as possible but may be subject to change due to programme adjustments. SUL will inform you of any changes as soon as they occur.

The DOS will need to cope with the inevitable variances that occur in a busy short course routine. SUL schools will work to minimise these wherever possible.

DOSs should contact SUL head office after the first (teaching/testing) morning and thereafter once a week to report on general progress of the course.

TEACHING & ACADEMIC MANAGEMENT

- Your primary responsibility is to ensure high quality delivery of the academic programme on each of the courses for which you are responsible. This is your primary aim.
- Ensure all teachers perform their duties (both academic and non-academic) in line with SUL procedures laid out in the Induction Manuals you have been provided with.
- Help teachers create a draft course plan to use as a basis for their teaching. PLEASE NOTE: it is normal and indeed a sign of a good teacher if these plans change over time.
- Assist teachers in course and lesson planning.
- Ensure that teaching includes a project element (the last lesson of each morning), whereby each student will complete a small group project throughout the course.
- Ensure that the teaching ratio is rigorously maintained.
- Ensure that teachers are aware of the timetable and stick to it rigorously. These times may be altered by SUL Head Office ONLY!
- Feed back to SUL Head Office any issues with levelling and resolve them speedily without going over the teaching ratio.
- Observe every teacher (if non-teaching) usually as an informal team teaching lesson and provide all necessary support to ensure that the teachers are meeting the needs of their students.
- Drop into all project classes and ensure that they are going to plan.
- Ensure that all students receive an informal final test and assist teachers in the creation of this test.
- Ensure that on the final teaching day there is a Project show and tell session involving all students and the Group Leaders.
- Ensure all teachers prepare full, professional end of course reports.
- Ensure that all staff are punctual, dressed appropriately (smart casual) and happy in their work!
- Ensure that a high standard of good behaviour is shown by the teachers and their students in their classes and at other times when students are in 'school'.
- Report to Head Office 01726 814227 or academicmanager@sul-schools.com at the end of the first day, and during the course on any academic issues and feed back at the end of the course.
- Let teachers know that they will be observed by a representative of SUL
- Ensure teachers may not spend any money whatsoever on behalf of SUL without your specific permission. SUL cannot be responsible spending by teachers. Please check with Head Office to determine what budget you may have for copying/other materials- usually £1 per student per course.
- Write a final report for SUL –The end of course report is both obligatory and vital, as this allows us to implement changes to improve our courses. This should be a detailed report on the successes of the course (including teaching/activity programme/classrooms etc). It should allow SUL to make changes to the following year's programme to improve it.
- Offer & encourage CPD sessions to teachers
- Return the completed DOS pack & all resources at the end of your course – your wages will be processed as soon as we receive it.
- Cover classes for absent teachers where necessary (non-teaching posts only).

BUDGETS & STATIONERY

- The DOS will ensure that his/her teaching team will KEEP PHOTOCOPYING TO AN ACCEPTABLE AMOUNT AND KEEP A STRICT LOG OF COPIES MADE (including a separate log of any photocopying done by the Group Leaders).
- The DOS will also respect the budget of £1 per student per course for (project) supplies. It is the DOS's responsibility to provide sufficient material for the teaching team.
- You are responsible for giving out and ensuring safe return of all materials, books, cds, test papers, student reports and so forth. Failure to return these materials may result in a delay in payment.
- If you are required to pay for photocopying in your centre please check what the budget for this is.
- All paperwork (student feedback forms, student reports, attendance records, records of work, exam question & answer sheets, as well as copies of the final day test & student test result sheets- PLEASE SEE YOUR MANUAL FOR A FULL LIST) must be emailed/sent to SUL in the boxes at the end of the course.

MANAGEMENT RESPONSIBILITIES

DOSs are responsible for ensuring that the following tasks are carried out:

- Support all the teachers on the course and ensure that a consistent and high standard of teaching is delivered in line with what is laid out in the Induction handbook.
- Ensuring that teaching is in groups of the correct maximum numbers according to the instructions you receive from SUL Head Office (usually 12, 8 or in some cases 15).
- Ensuring each teacher knows how many lessons he or she should teach each day, the timetable and any other daily responsibilities placed upon them.
- Ensuring that every class is taught by two teachers with one teacher swap per day.
- Act as Assistant Course Director (on courses where there is a separate course Director)
- With the Course Director, managing the social programme by creating a rota and ensuring that all staff, group leaders etc know what they are doing. Ensuring that all activities have been risk assessed and that staff know to communicate the results of these to all parties (including the students). On Cap Monde courses the actual programme is led by the Group Leaders.

COURSE MEETINGS

- Contact all teachers well in advance of the start date and give them all information required including the time and date of the pre course meeting.
- Organise a pre-course meeting with the teachers. Induct the teachers in SUL procedures and in using appropriate methods, materials and topics for the classes they will deliver (including appropriate language for the activity programme).
- Organise a planning meeting on the afternoon following the testing morning where teachers will create a course plan with their partner teacher.
- With the Course Director (if any) hold regular daily meetings for all staff either just before or just after lessons.

LIAISON WITH THE GROUP LEADERS

- Build up a good rapport with the Group Director/Leaders to gain a better understanding of the students and their progress.
- Work with Group Leaders to solve student related problems and to maintain good discipline in your centre (whether residential or host family).
- Speak to any Group Leaders on a daily basis to find out how the Academic element of the course is going from their perspective and make any necessary changes to course plans as required.
- Fill in the Group Director feedback form with the Group Director on the 3rd or 4th day and report back to SUL on issues arising and their remedies.

LIAISON WITH THE COURSE DIRECTOR (if any)

On Residential courses only!

- Work with the Course Director to ensure the success of the course in every aspect
- Act as deputy to the Course Director to cover any absences or breaks where necessary

LIAISON WITH SUL HEAD OFFICE

- Report to SUL Head Office, on any issues to do with the coordination of the course.
- Return all documentation to Head Office in a timely manner as laid out in your induction manual.
- Feed back all Group Leader, staff or college/host family concerns to SUL head office in a timely manner with an explanation of what you are doing to resolve any issues that arise.

STUDENT WELFARE

- To accompany any student/group leader to doctor/hospital if necessary in the absence of the Course Director
- To ensure all staff have read and signed the Child Safeguarding policy and have understood its implications to their working practices.
- To ensure that risk assessments are carried out for both the teaching environment and for every activity or excursion and that the findings of these are communicated to all parties especially students and any group leaders.
- To ensure students understand the programme, have the ability to suggest modifications (in their groups) and how to make a complaint.
- To ensure students understand the implications of UK law in respect of their age and particularly where it differs from in their home country
- To ensure all students receive all promised paperwork (inc ID cards etc) and that they have ID cards with them at all times
- To act as SUL welfare officer in the absence of the Course Director for any students who want to speak to an adult about any safeguarding issue that they may be experiencing
- Ensure that any teacher whose DBS is 'in process' is NOT left alone with a student or placed in a situation that could leave either party vulnerable

NON TEACHING DUTIES

- **On RESIDENTIAL COURSES:** You will be expected to work with the teachers as required during the afternoons to ensure high quality delivery of courses. This means giving time to weaker or less experienced teachers and helping them to plan and with ideas for communicative lessons etc.
- All teachers on a residential course are expected to be available to us on 6 afternoons in a two week course either to accompany the students on the Social Programme or to help in the office or receive developmental help from you. This will be as part of a rota agreed with the Course Management team at the Induction. Afternoons may include staff development work
- **RESIDENTIAL COURSES:** You will be expected to work one Saturday in a two week course. This means that some teachers will accompany students on the coaches while others will work with the DOS or Course Director on administrative or similar tasks as well as staff development where appropriate.
- **NON RESIDENTIAL COURSES:** It is vitally important you are available to give support and advice to the members of your team outside teaching hours. This is a critical part of your responsibilities. You will also need to deliver a pre-course Induction meeting and a brief daily meeting with all staff.

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

Excellent communication, organisational skills & the willingness to be flexible.

Enthusiastic student centred approach.

Substantial teaching experience (3 years+).

Degree and a minimum of RSA CELTA or Trinity TESOL.

Experience of leading a team of teachers an advantage.

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE AS DOS BEFORE YOU SIGN YOUR CONTRACT.