

Director of Studies

CORK, IRELAND



PRESENTED TO YOU BY i-RECRUIT

Overview

Our client is one of Ireland's leading English Language Schools with over 40 years' experience in the E.F.L. industry. In keeping pace with growth, we are looking for a Director of Studies to join their team.

The Director of Studies plays a key role in the day-to-day operations of the Academic Department, managing staff and students, providing educational leadership, developing existing and new programmes, managing quality assurance and compliance within the academic department, and working to ensure a high level of service delivery to students.

This role requires a highly motivated individual with a sense of ownership towards the position. Applicants must have excellent organisational skills and be efficient, flexible, and able to work in a busy environment.



Requirements

Essential

- ACELS recognised ELE qualification or equivalent.
- A minimum Level 7 on the National Framework of Qualifications, (e.g. Ordinary Degree) or equivalent;
- DELTA qualified or equivalent
- Experience in management of people and programmes
- Extensive teaching experience (5+ years) in a wide range of contexts including exam preparation.
- Previous work in academic monitoring, planning and administration.
- Previous experience with course and syllabus design.
- Demonstrated leadership and management skills at an operational level including effective management of people, resources and finances.
- Ability to work both independently and as a team player in a fast-paced environment.
- Experience with Academic accreditation schemes and inspections (E.g. ACELS, EAQUALS, British Council/English UK).
- Applicants must hold permission to work in the EU.

Preferred

- Experience in a school with a junior summer school operation.
- Teacher Training experience would be an advantage.
- Experience with Erasmus+ funding and courses.
- Experience in a rolling enrolment environment.



Responsibilities

- Work as part of the Academic Team to ensure excellent service delivery of the highest standards.
- Participate in the day -to- day management and administration of the academic department.
- Work on new initiatives to improve and enhance existing programmes and services.
- Staff management – recruitment, induction and performance management.
- Provide ongoing direction, mentoring and support to the academic staff and participate in the delivery of the Teacher Development Programme.
- Coordinate the movements of students between levels, classes and courses and maintain the database accordingly.
- Participate in management meetings.



The Package

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations.

Our client understands the value of rewarding staff well, and has constructed a very good package.



Next...

If we've piqued your interest, we'd be happy to answer any questions that you may have. If you are happy to be considered, we'll need a CV, and after that, there'll be a telephone interview with the relevant personnel.

If both parties are happy, there will be more formal interviews where your experience will be explored.

And if that goes well...welcome to your new job.



A bit about us

We have decades of experience of recruitment, business and commerce, and it shows. Trading since 2018, we're an independent and proud Irish company, working mainly across Bulgaria, Ireland and the UK. We have developed some very smart techniques for finding key staff for our portfolio of clients. It can be hard and laborious work, but it's really effective.

But you know that already, or you wouldn't be sitting there, reading this.

We treat our candidates with a great deal of respect, and because of this, we develop strong relationships with our ever-increasing database of talent.

We never forget that we are dealing with people who are making life changing decisions. We'd be *delighted* to help you on to the next stage of your career.



i-RECRUIT

RENJI RAJAN

renji@i-recruit.ie

www.i-recruit.ie

+353 (0)89 4048431