



## JOB DESCRIPTION

<b>Job Title</b>	Director of Studies – Bell Switzerland (80%)
<b>Department</b>	General Management (Education)
<b>Reports To</b>	Director of Operations
<b>Role</b>	<ul style="list-style-type: none"> <li>• To provide academic leadership, direction and management of teaching staff to ensure students maximise their learning, and that programmes are delivered with maximum quality, efficiency, and with high levels of customer service.</li> </ul>

<b>Main Responsibilities</b>	<p>For Bell Switzerland’s Professional Adult and Young Learner lines of business:</p> <ol style="list-style-type: none"> <li>1. Teachers             <ul style="list-style-type: none"> <li>• Academic induction of new teachers</li> <li>• Mentoring, especially of new teachers</li> <li>• Appraisals / Personal development plans</li> </ul> </li> <li>2. Training             <ul style="list-style-type: none"> <li>• Monthly training subjects (various formats; during holidays)</li> <li>• Monthly newsletter: updates, training, book review</li> <li>• Peer-to-peer observations</li> </ul> </li> <li>3. Observations             <ul style="list-style-type: none"> <li>• Twice a year in all classes (multiple for new teachers): September - October / February - March</li> <li>• Integration of Bell strategy</li> </ul> </li> <li>4. Syllabus / Materials             <ul style="list-style-type: none"> <li>• Updating curricula and resources as required</li> <li>• Updating exams as required</li> </ul> </li> </ol> <p>For Bell Switzerland’s Teacher Training activities:</p> <ul style="list-style-type: none"> <li>• Ensure website / all information is up-to-date</li> <li>• Agree course dates with Tutors as needed</li> <li>• Development and promotion of courses</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Lead on research, experimentation and evaluation of new approaches to learning and teaching, including the use of technology</li> <li>• Work with the Heads of departments to develop and improve programmes for all our clients</li> <li>• Develop our internal capability to deliver teacher training programmes</li> <li>• Ensure effective systems of professional development, performance management and career progression for teaching staff and others who support learning</li> <li>• Lead and manage Bell's participation in conferences and online events and coordinate training and development opportunities for Bell teachers</li> <li>• Pursue and develop Bell’s relationship with strategic teacher training partners – publishers, exam boards, education authorities and other teacher training providers</li> </ul>
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<b>General</b>	<ul style="list-style-type: none"> <li>• Actively promote Bell's full range of training services by maintaining an up-to-date knowledge of Bell products and services;</li> <li>• Adhere to all statutory regulations and to Bell policies and procedures;</li> <li>• Protect at all times the confidentiality of information handled within the remit of the post;</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with.</li> <li>• Work irregular hours and travel as required;</li> <li>• Undertake any reasonable duties as required.</li> </ul>
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<b>Compiled by</b>	Director of Operations
<b>Date</b>	23 July 2018

*This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder's areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of Bell.*