



Director of Studies, English Language Centre (elcbristol.co.uk)
Full-time role (8.30am-5pm Monday to Friday - 37.5 hours per week)
Salary of £35-40k per annum depending on qualifications and experience

ELC Bristol is a year-round language school providing quality English language education to students from around the world. We are looking for a suitably experienced, DELTA (or Trinity Dip Tesol) qualified EFL academic manager to join our Senior Academic team. This role will involve assisting the Academic Director in the day-to-day management of the EFL department of the school. You will also be responsible for setting up and running the academic life of the summer centre between July and August and for covering for the Academic Director whenever they are on leave. This is an exciting opportunity for a candidate with prior experience in a Senior Teacher or Director of Studies role.

About Us

Established in 1969, ELC Bristol is a family-run English Language School in Bristol. The school is part of the Clifton College Education Group and our staff and students benefit in many ways from being part of, and having the support of, a bigger organisation and having access to some of the College's wonderful facilities.

ELC Bristol believes that progress in language learning is achieved by creating a stimulating, supportive and active learning environment in which the needs of each individual student can be met. The students are the most important people in the school and every member of staff is here to treat them with the utmost respect and offer them all the support they need. [In the EL Gazette 2023-2024 UK Language Centre Rankings](#), ELC was named as the UK's joint number 1 English language school, based on British Council inspectors' publishable statements.

Key responsibilities:

- Acting as a trusted leader, and utilising knowledge and expertise to support teaching staff.
- Assisting in the teacher recruitment process, including interviewing candidates.
- Interviewing prospective students, and placing them upon arrival to the ELC.
- Organising mock orals for Cambridge exams
- Supporting teachers pedagogically
- Developing new materials
- Dealing with student queries, request and complaints, ensuring swift resolution
- Day to day admin duties, such as printing off and distributing student feedback forms, testing documentation, certificates etc



Teaching and Staff Management:

- Demonstrate visible leadership, and regularly spend time in the staff room before, during breaks, lunchtime, and after lessons.
- Lead by example and set the expected standards for teaching staff.
- Supervise teachers and assist in planning timetables for General English and other courses.
- Manage fixed-term teacher extra hours and scheduled cover in coordination with the Academic Director.
- Write references for teachers and students.
- Handle student discipline, issue warning letters, and provide follow-up.
- Advise students on academic matters, exams, and academic counselling for progression.
- Organise peer observations, stand in for teachers, and maintain records.
- Observe and give feedback to teachers in collaboration with the Academic Director.
- Coordinate with the Academic Director on the agenda and timing of senior academic meetings.
- Provide cover for the Academic Director during any spells of absence.
- Stand in as teaching cover when necessary.

Professional Development and Support:

- Organise in-house workshops and external professional development opportunities, including conferences and diploma courses.
- Act as co-technical support for MMC and new classroom technology.
- Help oversee academic management and safeguarding for under 18s, including placement, classroom management and welfare.
- Ensure adherence to welfare and safeguarding policies, passing on relevant information to teachers as required.
- Form part of ELC's Mental Health and First Aid Teams, providing support and encouragement for professional support where appropriate, and undertaking relevant training to ensure that qualifications are kept up to date.

Academic Resources and Housekeeping:

- Ensure the highest possible level of presentation around the school and encourage teachers to display students' materials.
- Liaise with Academic Director on ordering new equipment and resources e.g. CDs, TVs, DVDs, whiteboards, etc.
- Oversee the maintenance of teaching materials, ensuring that they are kept up to date, including putting books into files, redoing missing CDs, and replacing missing materials/equipment.



- Look after MMC/self-access materials: library books, hanging bags, videos, tapes, files, resource books, etc.
- Apply updates to computers and iPads on a monthly basis.

Required Qualifications and Experience:

Essential

- DELTA (or Trinity Dip Tesol) qualified
- Proven prior experience of working as a Senior Teacher, Assistant Director of Studies or Director of Studies in an English Language School

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role, you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

Equal Opportunities & Safeguarding

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.