



## Director of Studies EF International Language Campus, Sydney

EF International Language Schools is a division of EF Education First, the world's largest private educational organisation. EF International Language Campus, Sydney, is currently seeking a **Director of Studies** for our ELICOS programs.

*Reports to: School Director, Director of Academic Management and Vice President: Academic Affairs*

### Our Company

EF Education First (EF) provides life-changing education for global citizens. For over 50 years, our mission has been to open the world through education to people of different ages, nationalities and backgrounds through learning a language, educational travel, cultural exchange and academic study. We have 52,000 staff, faculty and teachers, working in 612 offices and schools across 50 countries. While we continue to grow, we strive to stay small to ensure flexibility, authenticity, smart thinking and a fun and fulfilling place to work. Since its inception in 1965, EF has grown to include a range of programs and opportunities that give students of all backgrounds the freedom and confidence to explore the world through authentic language, travel and education experiences.

Opened in 1992, EF International Language Campus, Sydney is the largest EF school in the South Pacific region. The school is located in Chippendale.

### The Role

Do you love working with international students and language teachers? Do you enjoy logistical planning and problem solving and want to lead teachers in their professional development? Are you looking for an educational management position with the potential to lead to other careers within the EF organisation? This position is ideal for someone experienced in academic management who would like to work in a lively and supportive environment which focuses on providing quality learning outcomes in a fun and personalised way, both within and beyond the classroom.

The Director of Studies at EF Sydney ensures effective provision and delivery of EF's language learning curriculum through effective management of the academic team and taught programs. They are responsible for overseeing a range of ELICOS courses, managing a large teaching staff, ensuring academic quality and integrity, and delivering our promise of a unique and tailored learning experience by providing academic support to students, developing teachers and working closely with our network of sales offices.

### Responsibilities

#### *Academic Management*

- Recruitment and onboarding of new teaching staff
- Maintaining records of teaching staff hours, holidays and sickness for payroll and organisation of teaching cover when needed
- Planning and overseeing professional development for teaching staff, including weekly briefings, internal and external professional development workshops, observations, mentoring, performance reviews and feedback



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- Coordinating the roles of Assistant Director of Studies, Senior Teacher (where applicable), Exam Manager and EAP Manager

*Timetabling*

- Ensuring teachers are scheduled appropriately according to their teaching load requirements, experience and competencies
- Ensuring that students are placed in classes appropriately according to level, interests and learning needs
- Ensuring classrooms are scheduled appropriately for the needs of various courses and programs
- Working with projected to student numbers to ensure the correct number of classes to meet demand

*Academic Budget*

- Working with management to meet financial and academic KPIs, including class size averages and taught hours of salaried teachers.

*Students & Course Programs*

- Test, induct and oversee the learning of students on both our long and short-term programs
- Co-ordinate and carry out student tutorials and mentoring where necessary
- Oversee regular assessment of students across their course
- Engage in curriculum development and benchmarking of programs when necessary
- Manage academic resources, including EF materials, supplementary materials and ICT resources such as PCs, projectors and Chromebooks, and ensuring students have access to these in line with EF's blended curriculum model
- Respond to student feedback, questions or complaints about academic matters
- Provide excellent customer service at all times

*Liaison with EF sales offices.*

- Respond to all sales office queries within 24 hours in relation to existing and potential student queries

*Compliance*

- Ensuring compliance of academic programs with accreditation and quality assurance bodies such as NEAS and ASQA
- Maintaining records of staff Working With Children Checks and police checks where relevant
- Maintaining a familiarity with industry trends and requirements re. academic programs



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Qualifications and Competencies

The candidate must have:

- A post-graduate level TESOL qualification (e.g. DELTA, IDLTM or MA qualification in a related field).
- Several years' experience teaching English as a second language, including a wide range of specialist courses (exams, EAP).
- Australian Citizenship, Permanent Residency or a valid work visa for Australia for a minimum of 2 years.
- Proven management experience, including specific experience in ELICOS academic management or similar
- A valid NSW Working With Children Check & related police checks

The ideal candidate must be:

- Highly motivated, energetic & positive
- Able to be flexible with work & hours of work undertaken
- An excellent communicator, with an ability to build and maintain strong relationships with students, staff and external clients
- Able to understand and have a sensitivity to the needs of international students
- Organised & thorough, with an attention to detail
- A strategic thinker and planner
- Able to balance simultaneous projects and responsibilities
- Able to work on own initiative
- Able to demonstrate excellent customer service skills
- Able to understand the needs and motivations of various stakeholders

*EF is committed to safeguarding and promoting the welfare of children and young people. All applicants are required to provide a valid WWCC and references.*

Salary is determined by qualifications and relevant experience. Please contact the School Director, Hugh McNeilly for details at: [hugh.mcneilly@ef.com](mailto:hugh.mcneilly@ef.com)

for details.

Applicants should apply via the following link : <https://careers.ef.com/job/oXzYbfpw/> by close of business on **Wednesday 5<sup>th</sup> February**.

EF reserves the right to begin interviewing suitable candidates before the closing date for applications.