

PGL Job Description



Job Title: EFL Director of Studies

Reporting to: Guest Experience Manager

Main purpose of the role

To support the implementation and smooth running of the academic programme within the overall guest experience, you will, oversee and manage the teaching team to deliver high-quality language classes, providing up to 12 hours' teaching cover per week when necessary. Additionally, you will serve as the main contact for Foreign Tour Leaders regarding academic course content enquiries and requests.

As part of PGL, you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future, and we take great pride in matching your hard work with a promise to look after you and your career.

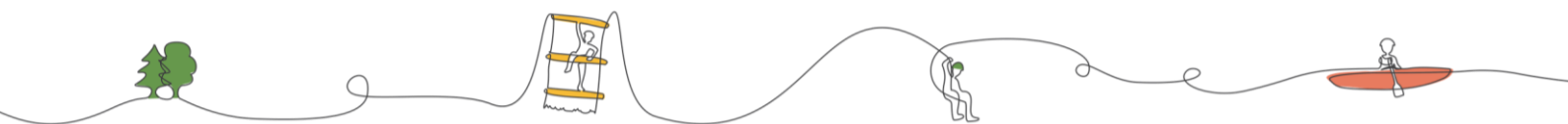
Responsibilities

To take full responsibility for the delivery of the academic programme, within the overall student experience

- Liaise with the Centre Management Team regarding upcoming groups.
- Work with Guest Experience and Facilities team to ensure the centre teaching facilities are set up in line with PGL Standards and required resources are available.
- Organise placement tests for students on arrival, the marking of the tests and the efficient placement of students into classes based on test results.
- Support the Guest Experience team in organising the key elements of the overall programme, to include links between lessons and excursions.

To line manage all members of the teaching team

- Allocate teachers to classes, based on their experience and abilities, matching them with appropriate student class groups.
- Communicate relevant information to the teaching team about the student's age and nationalities where it might affect their participation within the academic programme.
- Manage teachers' punctuality, conduct and appearance in accordance with PGL standards and values.
- Monitor teachers' performance through observation and through actively seeking feedback from students and Tour Leaders. Give appropriate, professional feedback to teachers on all relevant aspects of their performance.
- Conduct Probationary and End of Contract reviews with the teachers.
- Ensure that all class paperwork is completed by the teachers, including daily records of work, student workbooks, projects and end of course 'suggestions for improvement'.



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To assist in creating a fun and safe environment of well-structured academic, cultural and adventurous activities

- Work with the Guest Experience Manager and centre team on all issues of student welfare/behaviour.
- Ensure that the guests realise their potential and gain maximum enjoyment during their stay.
- Ensure that the programme meets the Tour Leader’s expectations and feed back to the Guest Experience Manager.
- Meet with Tour Leaders daily to discuss academic matters and student welfare/behaviour.
- Produce fortnightly Director of Studies Reports for the EFL Academic Manager and any other information as requested.
- Assist at other centres across the PGL estate as required.

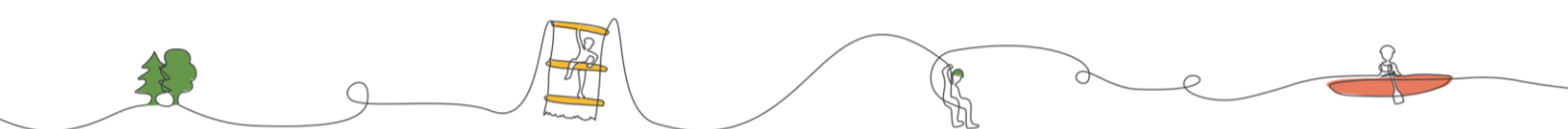
Useful Information

Our centre is transforming to better position us to assist the business as we move into the future. As such, our roles are likely to evolve. Therefore, whilst this job description provides an overview of the main duties, it is not intended to be exhaustive, and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Line management – Proven experience of coaching and mentoring, reports to empower decision making		✓
Management of employee relation and welfare issues, at an appropriate level of severity		✓
Experience of creating and delivering effective training		✓
Understanding of PGL standards, policies and best practice		✓
To hold a Cambridge DELTA/Trinity Diploma TESOL/TEFLQ or equivalent qualification	✓	
To have 3 years’ relevant experience	✓	
Previous experience of delivering in a classroom style setting	✓	
GCSE Grade A-C English, Maths or Functional Skills L2 (or prepared to work towards)	✓	

Skills & Knowledge	Essential	Desirable
IT literate in a range of MS Office applications (Word, Excel)	✓	
Ability to manage, mentor and develop individuals and teams to fulfil their potential	✓	



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Teamwork



Quality



Safety



Respect



Inclusivity



Fun

Looks for new or innovative approaches to solve the issue	✓	
Relates to others in a confident and relaxed manner	✓	
C1 level English or above	✓	

Personal Attributes	Essential	Desirable
Accurate with a high attention to detail	✓	
Ability to work effectively with others	✓	
Genuine commitment to Equality and promoting the Values of diversity		
Communicates and presents effectively; with passion and energy	✓	
Provides positive and constructive feedback and uses coaching to improve performance	✓	
Demonstrates commitment to PGL's vision, values and business priorities.	✓	
Adopts a positive attitude to change and looks to improve the way we work by challenging the status quo	✓	

Additional requirements	Essential	Desirable
Enhanced DBS check	✓	
Full UK Drivers licence		✓

Additional information

Environmental & Social Governance (ESG)

You are required to support and champion our Better Beyond Adventure Environmental Social Governance strategy whilst supporting our B Corp certification.

This requires personal, departmental and company-wide level support through ongoing engagement in discussions, delivery and decision-making around ESG, upholding company and department ESG goals and targets, and managing your team of ESG allies in a way that fosters a culture passionate about people and the planet.

Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to understand how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part

And by delivering our BBA goals you will also be supporting our B Corp certification and role modelling our PGL Beyond values.

Equal Opportunities/Safeguarding



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We pride ourselves on hiring the best people and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern. PGL are required to obtain satisfactory enhanced checks from the Disclosure and Barring Service (DBS or PVG in Scotland), which PGL will pay for. You have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.

Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL apart for both our guests and colleagues.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 12/06/2024.

