

Carcavelos, 19<sup>th</sup> December 2018

## **Job Description**

### **SUMMER SCHOOL DIRECTOR**

You will have overall responsibility for the Summer school and for ensuring the smooth transition between the “add-on” activities planned both before and after Summer School.

All candidates must possess: excellent command of spoken and written English language; university degree relevant to the position; strong ability to multi-task, work under pressure and be part of a team. Teaching experience is preferred.

St. Julian's Summer School 2019 will run for a period of 3 to 4 weeks, from the 1<sup>st</sup> of July 2019, onwards, but planning should start earlier in the year.

### **DUTIES AND RESPONSIBILITIES:**

- To develop, organize, co-ordinate and deliver a themed program including cultural, social, and sporting activities, including an in-school camping night per week, to children aged 3 to 14 years of age of a varied nature, while focusing on improving their understanding of English;
- To establish a written timetable with activities for all groups as well as a formal Philosophy and Objectives of Summer School (Mission Statement, Summer School Manual, etc.).
- To prepare the financial plan for summer school in accordance with an approved budget.
- To assume responsibility for all Summer School staff (from selection thru operation to evaluation and report)
- To liaise with the Community Services Manager to ensure the efficient administration and organization of activities;
- To teach any group in the event of staff absence or any other unpredictable situation;
- To liaise with St. Julian's School support staff and Infrastructures Manager regarding the use of facilities and equipment;
- To liaise with the St. Julian's School Health and Safety Coordinator in order to plan for safety and security of the summer school program and activities, both internally and externally.
- To provide in good time Summer School information for parents and interested organisations;
- To liaise closely with prospective parents as appropriate;
- To write articles (Lighthouse) and/or press releases as appropriate;
- To provide a written report evaluating both Summer School and staff (to be submit by the end of July, 2018)
- To be responsible, to the Head of School and to the School's Head of Finance and Business Operations.

Your Summer School salary can be paid fractioned from the date of appointment or paid in one lump sum in July 2019. This will be at your choice.

Please also note that you will be responsible for fully preparing the structure and program. Additionally, you will be overseeing and ensuring the smooth transition between the operation of Summer school and the above mentioned additional activities.