

## IALF seeks a Director of Studies for IALF Surabaya, Indonesia

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### Background Information

IALF Surabaya is recruiting a Director of Studies (DOS) to oversee its teaching programs. The DOS is responsible for curriculum design, managing the ADOS, managing and supporting teachers, managing support staff, program evaluation, and reporting to clients. The DOS will supervise a team of 10-12 teachers, and will report to the Manager. The academic team is supported by an experienced administration and finance team, an excellent IT and technical department, and associated ancillary staff – in total, 32 support staff.

IALF Surabaya has a suite of programs for those planning to study abroad, or who are studying in Indonesia in the medium of English. Its Academic English program for the general public includes part-time courses in English for Study Purposes, as well as the Intensive English Program for Overseas Study (IEPOS) range of intensive courses. IALF Surabaya also delivers Academic English courses for sponsored groups; clients include New Zealand Aid, the Ministry of Religious Affairs and Australia Awards. Specialized English language training for local businesses and education institutions is another area of expertise. IALF Surabaya also offers Indonesian language training programs for groups and one-to-one tuition, and is developing a range of teacher-training programs. In 2018, it will open an IALF Global overseas education agency office.

IALF Surabaya is centrally located in Jalan Ngagel 133, near the Marvell City Mall. The airy, modern 4-storey building houses 10 classrooms, a large auditorium, study centre, digital hub and a student cafeteria. IALF Surabaya specializes in preparing students for the IELTS Test, with a range of IELTS Preparation courses of differing lengths. The IELTS Test is conducted at the centre 3 times per month, and on a regular schedule in Malang and Makassar.

IALF is Indonesia's leading institution for English and Indonesian language training, IELTS testing and preparation, and teacher training for teachers of English and other subjects. IALF employs over 200 staff and offers language training and testing services to over 15,000 students each year in its three training centres in Jakarta, Surabaya and Bali. IALF is a not-for-profit and fee-for-service Indonesian education foundation established in 1989 and led by a Board of Governors based in Jakarta. Its mission is to contribute to economic, social and cultural development in Indonesia and the region, and to mutual respect and understanding between the people of Indonesia and neighbouring countries. IALF will achieve this by providing high quality programs and services, based on the highest professional standards and top quality curricula and resources.

IALF encourages applications from both internal and external candidates.

If you are interested in the position, please submit a letter of application addressing the terms of reference (see below) and outlining how you would approach the position of Director of Studies at IALF Surabaya, together with an up-to-date Curriculum Vitae to include contact information for two professional referees.

The deadline for applications is Friday 15 September 2017. Please send applications to the Manager, IALF Surabaya, Francis O'Brien, on [fobrien@ialf.edu](mailto:fobrien@ialf.edu), copied to the CEO, Denise Finney, on [dfinney@ialf.edu](mailto:dfinney@ialf.edu)

Applicants who meet selection criteria will be invited to interview and sent details of remuneration. Information about the IALF can be found on [www.ialf.edu](http://www.ialf.edu)

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## Director of Studies, IALF Surabaya

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### Terms of Reference

<b>Position</b>	<b>Director of Studies, IALF Surabaya</b>
<b>Reports to</b>	Manager, IALF Surabaya
<b>Directly supervises</b>	Assistant DOS Teachers Program Officer Study Centre Coordinator

The Director of Studies will be responsible to the Manager, IALF Surabaya for the management and academic content of all training programs offered by the centre.

1. Responsible for the academic management of all language training programs, in liaison with the Manager:
    - needs analysis
    - curriculum design and implementation
    - preparation of program design documents
    - syllabus renewal
    - materials development
    - testing
    - teacher support
    - program evaluation
    - preparation of course reports
    - client liaison
  2. Responsible for the efficient and effective administration of all programs in liaison with the Program Officer:
    - monitoring and development of administrative policies and procedures
    - teaching practice
    - program evaluation
    - supervising the writing of student reports
    - student certification
    - liaison with the finance department
  3. Jointly responsible, with the Manager and the Marketing team, for the promotion and marketing of training programs:
    - preparation of proposals
    - preparation of marketing materials
    - design and development of new initiatives
    - liaison with prospective clients
    - coordination of extra-mural educational and social activities for students
  4. Responsible for the academic administration of IALF Surabaya, in liaison with the Program Officer:
    - timetabling & relief scheduling
    - processing teachers' leave requests
    - record-keeping
  5. Advise the Manager, in liaison with the Program Officer, on the recruitment and deployment of teaching staff to meet program needs, in accordance with IALF staffing policies and financial constraints.
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6. Responsible for ongoing informal teacher appraisal, annual formal teacher appraisal, classroom observations and professional development.
  7. Responsible for systems for organizing, storing and maintaining the quality of teaching materials.
  8. Supervise the Study Centre to ensure that it meets student needs.
  9. Regular involvement in overall Surabaya Language Centre management as part of the senior management team.
  10. Responsible for ongoing support of teacher training initiatives at IALF Surabaya.
  11. Responsible for the management of particular projects as assigned by the Manager.
  12. Emergency relief teaching as required.
  13. Deputize for the Manager in his/her absence.
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#### **Essential Qualifications & Competencies**

1. Native speaker of English with postgraduate qualifications in English Language Teaching, at Diploma level (e.g. DELTA) at least; preferably at Masters level.
2. Extensive experience in Teaching English to Speakers of Other Languages (TESOL), and an understanding of current language teaching methodologies.
3. Familiarity with the assessment and evaluation of language and language teaching.
4. Experience as IELTS Examiner and in the design and delivery of IELTS Preparation courses.
5. Experience in teaching English for Academic Purposes (EAP).
6. Experience in syllabus and materials design, and in overseeing the design and delivery of courses preparing students for overseas study.
7. Management and supervisory experience, including: leading a team of teachers; sharing knowledge; coaching and mentoring colleagues; skills transfer.
8. Experience in observing teachers and giving feedback, and providing support to teachers.
9. Report-writing skills: reporting on student progress and evaluating course outcomes.
10. Sound IT skills, and an interest in blended learning approaches and technologies.
11. Demonstrated interpersonal, relation management and negotiation skills in a culturally and linguistically diverse environment.
12. Demonstrated analytical, reporting, problem-solving and risk management skills.
13. Experience working in a developing country.

#### **Desirable Qualifications & Competencies**

1. Experience working in Indonesia.
  2. Bahasa Indonesia language skills.
  3. Experience in teaching English for Specific Purposes (ESP).
  4. Experience in curriculum management.
  5. Interest in international education.
  6. Experience in Teacher Training and Training of Trainers (TOT) for tertiary or adult learners.
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