



ACADEMIC BRIDGE LIMITED



#JOB-2458319



33 Gardiner Place, Dublin 1, D01 W625



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



16/07/2026



13/08/2026

## How to apply

### Application Method :

Not available



Open your camera  
app & point here  
to view this ad  
online



## Deputy Director of Studies

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

#### Role Overview

The Deputy Director of Studies supports the day-to-day academic operations of the school, working closely with the Academic Director of Studies to ensure high-quality teaching, curriculum consistency, and compliance with QQI and CEFR standards. The role acts as the first point of contact for teachers and students on academic matters and deputizes for the Director of Studies as required.

#### Key Responsibilities

##### Academic Operations

- Support the planning, scheduling, and delivery of academic programmes
- Assist with curriculum development and ensure alignment with CEFR levels
- Conduct classroom observations and provide feedback to teaching staff
- Coordinate placement testing, level changes, and class allocations

##### Teaching Staff Support

- Assist with recruitment, onboarding, and induction of new teachers
- Support ongoing teacher training and professional development sessions
- Cover classes and manage substitute teacher arrangements as needed

##### Quality Assurance & Compliance

- Support implementation of internal QA policies and academic standards
- Assist with maintaining accurate student progression, attendance, and performance records
- Help prepare documentation for QQI and other regulatory reporting
- Support programme review and validation processes

##### Student Support

- Address day-to-day academic queries and concerns from students

Monitor student progress and flag issues to the Academic Director

Liaise with student services on academic-related matters

#### Administrative Support

Maintain academic records, timetables, and reporting systems

Assist with preparation of internal and external institutional reports

#### Minimum Requirements

Bachelor's degree in Education, TESOL, or related field (Master's an advantage)

CELTA/DELTA or equivalent teaching qualification

Minimum 2 years' experience in ELT, with some academic management or coordination experience

Familiarity with CEFR and quality assurance frameworks

Strong organisational and communication skills

- **Sector:** education

#### Career Level

- Managerial