



ACADEMIC BRIDGE LIMITED



#JOB-2474595



33 Gardiner Place, Dublin 1, D01 W625



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



12/10/2026



09/11/2026

How to apply

Application Method :

Not available



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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

Weekly Hours: 39

Salary : €36605.00 yearly

- **Sector:** education

Career Level

- Managerial