

Name _____

PRE-INTERVIEW TASK

TEFL MANAGEMENT COURSE

Please complete these tasks and keep a copy for yourself. We will contact you about a short, informal interview before confirming your place on the course.

The following management roles are included on the course:

- ❖ The Director of Studies/Children's Co-ordinator and **the students**
- ❖ The Director of Studies/Children's Co-ordinator / Senior teacher and the **teachers**
- ❖ The Director of Studies/Children's Co-ordinator and the **parents / authorities**
- ❖ The Director of Studies/Children's Co-ordinator and **administration / management**
- ❖ The TEFL Managers and **Organisational Bodies (exam boards, affiliation bodies, etc)**

1. Please choose one of the areas above and:

- ❖ outline what you feel are the **key aspects of the DoS or children co-ordinator's role.**
- ❖ Identify **3 challenges** which are involved
- ❖ Offer **possible solutions.**

(500 words)

2. Write a **profile** of a **good DoS**. What **characteristics** and **qualities** does the DoS display? Why are they effective in their role?

(200 words)