

## ACADEMIC MANAGER (2019)

### Our Courses

Students who attend our courses participate in mixed-nationality English classes and a varied activity and excursion programme. We run a zigzag timetable in most of our centres, which means that there are usually morning and afternoon lessons. There is also the possibility of teaching on weekends (see specific centre programmes). Our daily activity programme covers a wide range of sporting and non-sporting activities. We also provide an extensive and enjoyable social programme in the evenings. The excursion programme allows the students to visit interesting places in the local area and also popular tourist destinations.

### Person Specification

You need to be <b>eligible to live &amp; work in the UK and be 18 or over</b>	
<b>ESSENTIAL</b> You <u>MUST</u> ...	<ul style="list-style-type: none"> <li>• have native or near native level of fluency in English</li> <li>• have a degree or equivalent</li> <li>• have a Trinity Diploma in TESOL or Cambridge Delta*</li> <li>• have a minimum 2/3 years teaching experience</li> <li>• have excellent interpersonal &amp; communication skills</li> <li>• have the ability to inspire a teaching team</li> <li>• have experience working with Young Learners</li> <li>• be flexible &amp; motivated</li> <li>• have a genuine Interest in management &amp; student welfare</li> <li>• be willing to work as part of a team</li> </ul>
<b>DESIRABLE</b> You <u>SHOULD</u> have...	<ul style="list-style-type: none"> <li>• a Masters or equivalent</li> <li>• management experience in EFL</li> <li>• experience working in residential language schools for Young Learners</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• Leadership Skills</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> </ul>

\*We will accept applications from candidates studying towards a DELTA or Diploma or wanting to begin one of these courses

### Job Description

The Academic Manager reports to the Centre Manager

#### Main Duties & Responsibilities

- To organise & manage the academic timetable.
- To organise & manage the placement testing and student induction.
- To manage the staff academic induction.
- To maintain recommended staffing levels in liaison with the Centre Manager.
- To support & guide teachers in the preparation & delivery of lessons & providing them with feedback.
- To carry out formal observations of teachers with verbal/written feedback, either independently or in tandem with the Academic Consultant.
- To hold regular meetings with staff, and with group leaders as required.
- To manage the teaching resources effectively.
- To teach when required to meet operational demands.
- To communicate effectively with the Centre Manager, Assistant Centre Manager, Activity Manager, Group Leaders, teachers and students.
- To assist in the preparation and entry of students for the Trinity College Spoken English Examinations.
- To oversee the preparation of end of course certificates.
- To liaise with support staff and group leaders on student welfare.
- To carry out the 24hr emergency duty (on a rota basis).
- To complete Elac's online induction and training prior to arrival in the centre.

#### General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

## ACADEMIC MANAGER

### Working Hours

The Academic Manager works six days out of seven each week and is part of a duty rota with other senior staff. Due to the nature of summer schools we expect management staff to be flexible in relation to working hours.

**Attendance at a Staff Training day at the centre (prior to student arrival) is required as part of this contract.**

### Remuneration

There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken in to consideration when deciding an applicant's salary level.

**This post is residential & includes residential board and accommodation.** A deduction of £52.85 for accommodation has already been taken from the figures below.

Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
ACADEMIC MANAGER	£490pw	£505pw	£520pw	£535pw	£555pw

**This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.**

### Safeguarding

**We are committed to safeguarding and promoting the welfare of children. We require all employees to do an enhanced DBS check (or equivalent Police check), provide 2 references and 2 proofs of ID, and to read and implement our safeguarding policy. We also require prospective employees to explain any gaps in their employment history. Further policies can be found in the Staff Guide and Handbook.**

### Centre Dates

Below are the centre dates for summer 2019. The dates are when the first groups of students arrive at the centre. Staff will be required to attend staff training a day prior to the student arrivals. Also included are the possible contract lengths at each centre.

Centre	First Arrival day (Staff training on day before arrival day)	Contract Lengths
Bath Spa University, Bath	Tuesday 2 <sup>nd</sup> July	4 – 6 Weeks
Eastbourne College, Eastbourne	Tuesday 2 <sup>nd</sup> July	4 – 6 Weeks
Nottingham University, Nottingham	Tuesday 2 <sup>nd</sup> July	4 Weeks
Cardiff Metropolitan University, Cardiff	Tuesday 2 <sup>nd</sup> July	4 Weeks
Christ's Hospital School, Horsham	Wednesday 3 <sup>rd</sup> July	4 – 6 Weeks
St. Andrew's School, Eastbourne	Saturday 6 <sup>th</sup> July	4 Weeks
Mayfield School, Mayfield	Tuesday 9 <sup>th</sup> July	3 - 4 Weeks
Ardingly College, Haywards Heath	Monday 1 <sup>st</sup> July	4 - 6 Weeks