



## **ASSISTANT ACADEMIC MANAGER, Brighton, Job Description**

Reporting to:	CEO and Academic Director
Line management:	Teachers, Assistant Academic Director (Summer)
Hours per week:	Full time (37.5 hours) per week, Monday to Friday between the hours of 08:00 and 17:30
Last review:	February 2020

**Duties:** The Assistant Academic Manager will assist the Academic Director in the smooth and efficient running of the academic department at ELC Brighton in line with ELC's ethos and policies, and supporting the CEO in the overall running of ELC Brighton.

### **1. Academic Management**

Assist in

- organising First Day procedures
- administration, testing, class placement etc. on all courses
- academic counselling of students
- leavers' final day documentation, including certificates and reports
- ensuring student attendance is satisfactory and following up poor attendance

Liaise with group leaders over academic matters

### **2. Professional development**

Provide academic and administrative support for new teachers

Assist in:

- monitoring and developing the system of teacher appraisal and observations
- developing INSET through:
  - maintaining and developing the Teacher Development Programme
  - encouraging teachers to attend external courses and conferences

### **3. Course development**

Assist in

- the development of all courses:
  - course descriptions, syllabuses etc
  - selection of course books
  - course materials including student and teachers' files etc
  - the evaluation, development and revision of tests
  - audio-visual resources, use of computers and CALL materials
- the design and delivery of general and course specific student evaluation forms, and to liaise with the CEO and the Academic Director as regards information obtained from the evaluations
- "new course" and "special course" outline specifications as required and liaise with relevant academic staff about the writing of the course

### **4. Welfare of Students**

Monitor students, their academic progress and welfare, particularly those outside the SYP programme. Advise those students and liaise with their teachers regarding their programmes and progress

Liaise with the CEO and Accommodation and Welfare Officer where necessary



Oversee the allocation of SYP student and tutors. Act as tutor for SYP students and long-term non-SYP students

### **5. Teaching Staff recruitment and staffing of courses**

Assist in

- the selection and short listing of potential teaching staff, taking part in interviews of potential academic staff as required and obtaining references
- giving all new permanent and temporary teachers a general induction to ELC Brighton.
- the production and regular updating of the teaching programme
- in updating and distributing Staff Handbook

To be part of the substitute teacher system, as necessary

### **6. Academic administration**

Cover the "admin duties" for all relevant posts during holidays or other absence, as necessary

Assist in

- maintaining personnel files for all staff
- admin for all teaching staff; keeping records of service, courses taught (with levels), observation, appraisal etc. for all permanent and temporary teaching staff
- maintaining academic records including registers
- ensuring that end-of-course reports are written by teachers as requested; sending copies of reports to sponsors
- the accurate recording of student attendance

### **7. Academic Materials and resources, premises**

Assist in finding, evaluating and purchasing teaching materials

Maintain Staff Rooms' resources and educational hardware

Oversee the:

- creation and maintenance of folders of electronic resources on the server
- creation and maintenance of folders of class sets of materials

Copy master tapes and CDs

Deal with publishers' representatives and arrangements for exhibitions of new books.

Maintain IWB/ActivPanels

Ensure that classrooms, the Computer Room and Study Centre are kept in good order at all times (eg noticeboards are up-to-date, classroom furniture matches, etc). Go round all classes on Friday afternoons to check that they are presentable and ready for teaching for the following week. Report any breakages/issues to the Centre Manager

### **8. Examinations/University progression**

Assist students wanting to take higher or further education courses in the UK, liaising with our external provider (currently SiUK)

Advise students on examination appropriacy

Organise entry tests, examination entries, public examinations

Maintain records of examination results

Ensure certificates are sent out to candidates

### **9. Teaching**

Teaching as required by the Academic Director



**10. Vacation Course Director (see Vacation Course Director Job Description)**

To be the Vacation Course Director at Loxdale during summer

To liaise with the CEO over all aspects of the administration of the Loxdale summer centre

**Under 18's and Vulnerable Adults**

Appointments are subject to the current legislation covering vetting arrangements for adults.

You are required to comply with the company's relevant procedure.

Company policies can be found here: <https://www.elc-schools.com/policies>

**ELC Ethos**

Our aim is to provide excellent teaching and services in a caring and friendly environment so that every student can derive the maximum benefit from their stay. For more information about ELC, the charity, mission, goals and values see [www.elc-schools.com/about/elc-mission](http://www.elc-schools.com/about/elc-mission)

PH 28.02.20