



ASSISTANT ACADEMIC MANAGER – TRAINING/DEVELOPMENT, Brighton, Job Description

Reporting to: Chief Executive Officer and Academic Manager in Brighton
Line Management: Teachers, Assistant Academic Director (Summer), Head of Business English
Working hours: Full time (37.5 hours) per week, Monday to Friday between the hours of 08:30 and 17:00.
Last review: March 2022

Job Description

The Assistant Academic Manager (Training/Development)'s primary responsibility is assisting the Academic Manager in the smooth and efficient running of the academic department at ELC Brighton in line with ELC's ethos and policies, and supporting the Chief Executive in the overall running of ELC Brighton. Responsible to the Academic Manager will also work with SMT and the academic managers of other schools in ELC Group to develop common systems, procedures and to share good practice and resources as appropriate.

The AAM-TD main areas of delegated responsibility will be:

- leading the teacher training team at ELC Brighton in the delivery of brochure and closed group teachers courses
- training and development of ELC Brighton teachers
- overseeing the academic delivery of all group courses
- monitoring the progress of long-term students to ensure they achieve their academic goals

In addition, the AAM-TD will

- teach as required by the Academic Manager
- cover for the Academic Manager in their absence
- undertake such other duties commensurate with the role of Assistant Academic Manager as required and any other reasonable duties as requested by the CEO and Academic Manager

Academic Management Team's Primary Objectives:

- To ensure the school delivers an excellent service in all academic areas
- To ensure the academic department remains cost effective
- To ensure that quality standards are monitored, reviewed and upheld and to take a leading role in preparation for inspections
- To ensure all students have an outstanding student experience
- To ensure that ELC fulfils the needs of clients by offering a flexible, appropriate and varied course programme
- To take a leading role in representing ELC at UK and overseas ELT events



Assistant Academic Manager – Training/Development specific duties

1. Teacher courses

- leading the teacher training team at ELC Brighton
- planning and organising the scheduled brochure overseas teachers' courses
- planning and organising closed group overseas teachers' courses as requested
- teaching on these course at all times of the year when they run. Holidays must be taken outside the main scheduled brochure teacher course periods
- liaising with the CEO and Academic Manager over the development, content and marketing of these courses
- providing all documents required and completing all admin as requested by the CEO or Academic Manager e.g. Course reports, timetables, course descriptions etc.

2. In-service training, development and support

- devising the CPD programme for all ELC Brighton teachers in liaison with the Academic Manager
- leading a number of sessions on ELC Brighton TD programme and for all ELC schools, as required
- observing teachers in line with ELC policies
- organising peer observation programmes
- from time to time liaising with academic managers across ELC to develop all aspects of the academic provision at ELC
- assisting the Academic Manager in identifying and facilitating external training for ELC Brighton teachers as appropriate in line with budgets set by the CEO
- raising the academic profile of ELC by presenting at conferences and other events
- delivering training programmes overseas as required

3. Group courses

- providing the CEO with course outlines as requested for quoting for potential groups
- liaising with the CEO, Operations Manager and Group leaders as required to ensure the smooth delivery of all group courses at the main school
- developing the syllabus/course content/materials for these courses as required
- managing the team of teachers for each group to ensure they are fully briefed and prepared for the course requirements
- writing up end-of-course reports and tallying feedback

4. Monitoring long-term students' progress and achievements

- ensuring long-term students maximise their progress and achieve their academic goals as well as possible

Assistant Academic Manager – training/Development more general duties

Assisting the Academic Manager as and when required in the following areas of academic management – See Appendix



Person Specification	Essential	Desirable
Education & Training		
Educated to Degree Level	X	
DELTA/Diploma in ELT (TEFLQ)	X	
MA in ELT/TESOL		X
Experience		
English Language teaching at all levels	X	
Using Class by Infospeed		X
ELT course design	X	
Managing a team of teachers and teacher trainers	X	
Curriculum development	X	
ELT inspections such as British Council or ISI		X
Teacher training experience	X	
Supporting teachers with technology including hybrid teaching	X	
Online course design and delivery		X
Business development		X
Behavioural skills		
Excellent interpersonal skills and ability to relate to people at required level	X	
Excellent understanding of customer service	X	
Cultural awareness and ability to communicate appropriately with individuals from different backgrounds	X	
Excellent time management	X	
Excellent organisational skills	X	
Ability to prioritise and delegate effectively in order to ensure results are achieved	X	
Target focused and able to adapt approach to work in light of changes/revised targets.	X	
Ability to work effectively under pressure & to deadlines	X	
Ability to manage effectively in a stressful situation	X	
Ability to demonstrate consistent and professional approach to staff	X	
Ability to make decisions and show initiative	X	
Assertive & non-confrontational	X	
Innovative	X	
Well presented	X	
Positive “can do” attitude	X	
Ability to enthuse others and lead in CPD	X	
Team player and team leader - able to communicate effectively and work collaboratively with all staff	X	
Highly motivated, cheerful, approachable and dynamic	X	
Willing and able to travel	X	
Willing and able to work some weekends or evenings on occasion	X	
Highly flexible, positive and resilient	X	



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

PH March 2022