

## Academic Manager (Brighton) - Job Description

Reporting to:	Chief Executive Officer, Senior Management Team
Line management:	Teachers, Assistant Academic Manager, Head of Teacher Training, Head of Business English, Course Directors
Hours per week:	Full time (37.5 hours) per week, Monday to Friday normally between the hours of 08:30 and 17:00.
Last review:	March 2021

### Job Description

The Academic Manager's primary responsibility is 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 CEO for all duties, 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.

### Academic Manager 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

### Academic Manager Specific Duties

#### 1. General and Academic Management

- ensuring that ELC Brighton is fully prepared for British Council and other external inspections
- in the case of a critical incident, member of the School Emergency Management Team (SEMT)
- organising and managing the academic management team effectively to ensure the smooth running of the academic department to the benefit of students in line with ELC policy.
- making sure teachers and other academic staff are clear about their roles & responsibilities relating to both academic and administrative duties
- maintaining two-way communication with all staff
- collaborating successfully across other departments within the school and group
- on-going monitoring of behaviour and conduct ensuring required ELC standards are maintained
- managing effective liaison between teachers as appropriate
- running teacher meetings and other management meetings effectively
- dealing with grievances and disciplinary matters in line with ELC policy
- ensuring classrooms, teachers' room and Study Centre are well-presented and comfortable
- supporting the Chief Executive with security of premises, dealing with queries and complaints from students, ETOs or sponsors, assisting students in emergencies and maintaining appropriate records
- regularly reviewing student feedback and taking appropriate action
- being part of the out of hours rota Monday to Thursday as required



## **2. Academic Administration and Student Welfare**

- organising First Day procedures
- responsibility for administration, testing, class placement etc on all courses
- dealing with students' academic issues (academic complaints, academic counselling)
- responsible for leavers' final day documentation, including certificates and reports
- liaising with group leaders over academic matters
- responsible for ensuring student attendance is satisfactory and following up poor attendance in line with ELC's Policy
- being accessible to students and providing appropriate support and guidance in relation to their studies
- ensuring appropriate academic counselling is carried out by academic management team for long-term students including follow-up meetings to monitor progress and motivation
- encouraging students and staff to participate in and develop social programme

## **3. Academic staff administration**

- covering the "admin duties" for all subsidiary posts during holidays or other absence, as necessary
- maintaining personnel files and records for all academic staff including records of service, courses taught (with levels), observations, appraisal, CPD (both internal and external)
- production, publication and regular updating of the teaching programme
- providing the Finance Department with accurate information for payroll including lessons taught
- writing references for teachers as required
- responsibility for the accurate recording of student attendance and maintaining academic records including registers
- ensuring that end-of-course reports are written by teachers as requested; sending copies of reports to sponsors
- updating and distributing Staff Handbook in liaison with CEO

## **4. Teaching staff recruitment and staffing of courses**

Responsible for staffing all courses at ELC Brighton

- successful forecasting of required staff levels on an on-going basis
- maintaining adequate staff levels and adjusting as required
- ensuring deployment of teachers is cost effective
- ensuring effective and business focused recruitment of teachers
- interviewing, selecting and appointing teachers
- ensuring that that all necessary checks are carried out on teaching staff in line with ELC safer recruitment procedures
- ensuring that all teaching staff are issued with contracts, job descriptions and associated employment policies
- ensuring all teachers are effectively inducted
- allocation of rooms and teachers to courses, teachers' holidays and any unpaid leave of absence
- occasional teaching and cover teaching as necessary

## **5. Academic Materials and resources**

Responsible for all academic resources in keeping with ELC policies and budgets set by the CEO

- finding, evaluating and purchasing teaching materials
- maintaining Teachers' Rooms and educational hardware
- copying master tapes and CDs
- oversee the execution of duties of teachers responsible for self-study and library facilities (including teachers' reference libraries)
- dealing with publishers' representatives and arrangements for exhibitions of new books.

## 6. Examinations/University progression

Overall responsibility for the arrangements for all external student examinations:

- assisting students wanting to take higher or further education courses in the UK, liaising with our external adviser (SI-UK), helping with personal statements and references
- advising students on appropriacy of examinations
- organising entry tests
- arranging external examination entries
- organization of public examinations
- maintaining records of examination results
- ensuring certificates are sent out to candidates

## 7. Teaching Staff Performance, Development & Welfare

- providing academic and administrative support for new teachers
- on-going monitoring of performance of new teachers, and assistance and support to all teachers
- on-going monitoring of performance and support for the academic management team including the Course Directors
- on-going monitoring of teachers' general well-being and contribution to the school
- observing teachers and carrying out appraisals in line with ELC Policy
- responsible for teachers CPD through :
  - identifying and arranging CPD training as required and evaluation after the event.
  - maintaining and developing the Teacher Development Programme
  - encouraging teachers to attend external courses and conferences
- teaching staff: regular observations of individual teachers, the identification of specific needs and evaluation after the event.

## 8. Course development and maintenance

Responsible, in liaison with the CEO and Management Team where appropriate, for the development of all courses:

- course descriptions, syllabuses, assessments, weekly and daily teaching plans
- researching and developing new courses as appropriate according to customer demand and ROI
- monitoring & evaluating the success of existing courses via student & teacher feedback
- briefing teachers on course content, changes to course content and follow-up
- monitoring and reviewing syllabus design for all courses including remote centres and online
- successfully implement all courses by briefing teachers, reviewing and monitoring progress on plans and records of work on a weekly basis
- selection of course books
- course materials including student and teachers' files
- evaluating, developing and revising tests
- use of technology, audiovisual resources and associated materials
- collecting and collating student feedback, using it to create action plans with the CEO and SMT for development of courses
- developing new courses and special courses outline specifications as requested or required by the CEO in response to clients' requests; liaising with relevant academic staff about the writing of the course and outline specification



Person Specification	Essential	Desirable
<b>Education &amp; Training</b>		
Educated to Degree Level	X	
DELTA/Diploma in ELT (TEFLQ)	x	
MA in ELT/TESOL		X
<b>Experience</b>		
English Language teaching at all levels	X	
Using Class by Infospeed		X
ELT course design	X	
Managing a team of teachers and academic managers	X	
Curriculum development	X	
ELT inspections such as British Council or ISI		X
Teacher training experience		X
Online course design and delivery		X
Business development		X
<b>Behavioural skills</b>		
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](http://www.elc-schools.com/about/elc-mission)

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