

## ACADEMIC MANAGER (2024)

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

### Job Overview

The Academic Manager is responsible for the teaching and learning at our summer centre. Alongside the Senior Teacher (in our larger centres) they support the teaching team to ensure the delivery of interesting, engaging, and challenging classes to multi-national groups of students on our summer courses. This also includes running teacher development workshops and observing teachers. The role involves administrative duties such as organising induction day, placement testing and class allocation and senior management duties such as leading teacher meetings, liaising with Group Leaders and collaborating with other managers. Cover teaching is also expected if needed.

### Person Specification

You need to be **eligible to work in the UK and be 18 or over**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• have a degree or equivalent</li> <li>• have a Trinity Diploma in TESOL or Cambridge Delta*</li> </ul>	<ul style="list-style-type: none"> <li>• a Masters or equivalent</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of qualifications</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• have a minimum 2/3 years teaching experience</li> <li>• have experience working with Young Learners</li> </ul>	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• have a proficient level of fluency in English</li> <li>• be willing to work as part of a team</li> <li>• be able to show initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Skills</li> <li>• Problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• have excellent interpersonal &amp; communication skills</li> <li>• have a genuine Interest in management &amp; student welfare</li> <li>• have the ability to inspire a teaching team</li> <li>• be flexible &amp; motivated</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

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

# ACADEMIC MANAGER

## Job Description

The Academic Manager reports to the Centre Manager

### Pre-Course

- To complete Elac's online staff induction prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.
- To manage the staff academic induction.

### Management (General)

- To carry out the 24hr emergency duty (on a rota basis).
- To communicate effectively with the Centre Manager, Assistant Centre Manager, Activity Manager, Group Leaders, teachers and students.

### Management (Academic)

- To organise & manage the academic timetable.
- To organise & manage the placement testing and student induction.
- To oversee the preparation of end of course certificates.
- To maintain recommended staffing levels in liaison with the Centre Manager.
- To support & guide teachers in the preparation & delivery of lessons & provide them with feedback.
- To run short teacher development workshops.
- 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 assist in the preparation and entry of students for the Trinity College Spoken English Examinations.
- To react to feedback and work with management teams to resolve issues
- To conduct appraisals with the teaching team
- To keep note of teachers' hours and liaise with Elac HR

### Safeguarding

- To liaise with support staff and group leaders on student welfare.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

### 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.

**Further guidance on what is expected in this role can be found in the Centre Manager's Handbook and Senior Staff Guide.**

**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.**

## 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 management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.
- Attendance at the Key Staff Meeting is desirable with arrival to Bath on Wednesday 26<sup>th</sup> June (eve) with training on Thursday 27<sup>th</sup> and Friday 28<sup>th</sup> June 2024.

## 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 into consideration when deciding an applicant's salary level.
- Full residential board and accommodation is part of the role.
- 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
<b>ACADEMIC MANAGER</b>	£670.00pw	£685.00pw	£700.00pw	£715.00pw	£740.00pw
<b>+ 12.07% HOLIDAY PAY</b> <i>(if no holiday taken)</i>	£80.87pw	£82.68pw	£84.49pw	£86.30pw	£89.32pw
<b>TOTAL WEEKLY PAY</b>	<b>£750.87pw</b>	<b>£767.68pw</b>	<b>£784.49pw</b>	<b>£801.30pw</b>	<b>£829.32pw</b>

### Easter Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Eastbourne College, Eastbourne	10 – 17 years	23 <sup>rd</sup> March	24 <sup>th</sup> March – 13 <sup>th</sup> April	3 Weeks
Prior Park, Bath	10 – 17 years	29 <sup>th</sup> March	29 <sup>th</sup> March – 13 <sup>th</sup> April	4 Weeks

### Summer Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Bath Spa University, Bath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June – 12 <sup>th</sup> August	4 – 6 Weeks
Ardingly College, Haywards Heath	10 – 17 years	29 <sup>th</sup> June	30 <sup>th</sup> June – 12 <sup>th</sup> August	4 - 6 Weeks
Nottingham University, Nottingham	10 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 30 <sup>th</sup> July	4 Weeks
Eastbourne College, Eastbourne	10 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 13 <sup>th</sup> August	4– 6 Weeks
Christ's Hospital School, Horsham	10 – 17 years	1 <sup>st</sup> July	1 <sup>st</sup> July – 14 <sup>th</sup> August	4 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 14 <sup>th</sup> August	4 - 6 Weeks
Prior Park College, Bath	10 – 17 years	6 <sup>th</sup> July	7 <sup>th</sup> July – 5 <sup>th</sup> August	3 - 4 Weeks