



Where  
learning  
meets  
adventure



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# Applicant information pack

Job title: Academic Manager



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Job type: **Full-Time, Temporary**

Supported by: **Centre Manager**

## Safeguarding Commitment:

Elac prioritise the welfare of children. All employees must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

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# Why Work With Us

- ✓ 33 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



**Professionalism**



**Integrity**



**Relationships**

**Our Values**



**Innovation**



**Social &  
Environmental  
Ambition**



# Your Development

## What you will gain from working with us:



**A Strong Sense of Community:** Build lasting friendships and connections



**Global Exposure & Cultural Enrichment:** Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



**Skill Development:** Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



**Career Advancement:** Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

## We are proud to provide ample opportunities for professional development. We offer:

### Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

### Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

### Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal



# About Us

## Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





# Support & Wellbeing

## Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





# Role Overview

We are looking for applicants who are committed and genuinely interested in the role of Academic Manager. The Academic Manager is a member of the key staff summer team, and is responsible for the teaching and learning at their summer centre. Alongside the Senior Teacher (ST) (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 pop-in observations and helping teachers develop professionally.

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.

## Key Responsibilities:

- **Academic Induction:** Manage the staff academic induction.
- **Academic Planning:** Organise timetables and resources to ensure coverage of the syllabus and maintain academic standards.
- **Academic Programme:** Organise and manage the academic timetable.
- **Staff Supervision and Development:** Lead and manage a teaching team providing guidance, support, and professional development opportunities.
- **Placement Testing:** Organise and manage the placement testing and student induction.
- **Trinity College Graded Examinations in Spoken English (GESE):** Organise teaching timetable and online entry of students for these examinations.
- **Teaching hours:** Keep note of teachers' hours and provide to payroll.
- **Staffing Levels:** Maintain recommended staffing levels in liaison with Centre Manager and Operations Manager.







# Additional Responsibilities

## 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 teacher academic induction.

## Management (General)

- To collaborate and communicate effectively with the Centre Manager, Assistant Centre Manager, Activity Manager, Group Leaders, teachers and students.
- To possibly share duty responsibilities (24hr emergency duty on rota basis) with other members of the key staff team

## Management (Academic)

- To work closely with the ST to organise the teaching programme
- To delegate tasks to the ST e.g. oversight of Trinity GESE lessons, to ensure they develop professionally
- To oversee the preparation of end of course certificates.
- To work closely with the ST to support and guide teachers in the preparation and delivery of lessons, and provide them with feedback.
- To carry out on-the-spot observation of teachers, and (only if DELTA qualified) formal observations, initially in tandem with a member of the Senior Leadership or Operations Team.
- To hold regular meetings with staff and with Group Leaders as required.
- To manage the teaching resources effectively.
- To be responsible for student class changes.
- To react to feedback and work with management teams to resolve issues.
- To communicate regularly with Vice Principle (Academic Lead)/Academic Support Operations Manager about teaching team and curriculum
- To conduct appraisals with the teaching team

## Safeguarding

- To liaise with support staff and Group Leaders on student welfare.
- To follow and implement the Safeguarding policy at all times.

## General

- To undertake any reasonable duties as and when required.
- To read and adhere to the Elac policies.

**This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.**



# Are you right for us?

## Essential

## Desirable

### Qualifications

- Have a degree or equivalent
- Have a Trinity Diploma in TESOL or Cambridge DELTA\*
- A Masters or equivalent
- A First Aid certificate
- Child Protection Training

### Experience

- Have a minimum 3 years teaching experience
- Have experience working with Young Learners
- Management experience in EFL
- Experience working in residential language schools for Young Learners
- Experience working with single & mixed nationality groups

### Skills

- Have a proficient level of fluency in English
- Be willing to work as part of a team
- Be able to show initiative
- Leadership Skills
- Problem solving skills

### Personal Qualities

- Have excellent interpersonal & communication skills
- Have a genuine Interest in management & student welfare
- Have the ability to inspire a teaching team
- Be flexible & motivated
- Ability to keep calm under pressure and prioritise workload

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



# Pay & Conditions

	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Weekly Pay	£705.00	£720.00	£735.00	£750.00	£775.00
+12.07% Weekly Holiday Pay <u>If no holiday taken</u>	+£85.09	+£86.90	+£88.71	+£90.53	+£93.54
<b>Total Weekly Pay</b> (if no holiday taken)	<b>£790.09</b>	<b>£806.90</b>	<b>£823.71</b>	<b>£840.53</b>	<b>£868.54</b>

- **Work Schedule:** The Academic Manager works six days a week and may share duty responsibilities with other senior staff.
- **Training:** Mandatory management training (both onsite and online) with a £75.00 contribution at the end of the contract..
- **Salary Levels:** Five levels based on experience in the EFL field, summer schools, and loyalty to Elac Study Vacations.
- **Accommodation:** Full residential board and accommodation included.
- **Holiday Pay:** Pay in lieu of untaken holiday (12.07% of total gross salary) added at the end of the contract.

Key Staff Meeting:  
Arrival in Bath on the evening of June 25th & Management Training on June 26th and 27th plus First Aid Training in morning on June 28th. Travel (in UK ), accommodation & food all provided

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# Our Centres






# Centre details



Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
<b>Ardingly</b> (Ardingly College)	7 - 17 years	6th July to 18th August 2025	4th July 2025	5th July 2025
<b>Bath</b> (Bath Spa University)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025
<b>Bath</b> (Prior Park College)	11 - 17 years	6th July to 4th August 2025	4th July 2024	5th July 2025
<b>Cirencester</b> (Royal Agricultural University)	7 - 17 years	2nd July to 14th August 2025	30th June 2025	1st July 2025
<b>Eastbourne</b> (Eastbourne College)	11 - 17 years	30th June to 12th August 2025	28th June 2025	29th June 2025
<b>Horsham</b> (Christ's Hospital School)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025
<b>Nottingham</b> (Nottingham University)	11 - 17 years	30th June to 12th August 2025	28th June 2025	29th June 2025
<b>Worcester</b> (University of Worcester)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025

**We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.**

Apply online or send us your CV:

 [elac.co.uk/application-form](https://elac.co.uk/application-form)

 [recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)

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