



# Job Description - Academic Manager

## About Concorde International

Concorde International has been welcoming students from all over the world for more than 40 years. The school was founded in 1972 and has always aimed to provide high quality service and academic standards. Our success is largely due to the commitment and professionalism of our staff, and it is important that we uphold these values, in the classroom and in our interaction with clients.

## Our Mission Statement

<p><b>Our Academic Objective:</b></p> <p>to break the language barrier between young people from all nations and backgrounds via student-centred classes and an overall emphasis on effective communication</p>	<p><b>Our Social Objective:</b></p> <p>to enable all involved to make friends across the world in a safe, fun and engaging environment where the English language can be utilised in fulfilling contexts</p>	<p><b>Our Quality Objective:</b></p> <p>to strive for excellence in all that we do in accordance to accreditation parties and high standards within our industry</p>
<p><b>Our Professional Objective:</b></p> <p>to guarantee that our staff are qualified, suitable and motivated towards the goal of providing students with the best that we can</p>		<p><b>Our Development Objective:</b></p> <p>to provide those with whom we work with training and assistance in order to increase the experience and education of our students</p>
<p><b>Our Welfare objective:</b></p> <p>to protect and care for the young people we cater for ensuring all are safe and secure and free from bullying or discrimination on any grounds</p>	<p><b>Our Growth objective:</b></p> <p>to continue to explore new opportunities within which we will provide people with the skills they need to communicate in English</p>	<p><b>Our Overall Objective:</b></p> <p>to ensure that studying English in England with Concorde International is as fulfilling, enjoyable and beneficial an experience as possible for everyone</p>



# Person Specification

## Essential Requirements

- A recognised teaching qualification such as RSA / Cambridge CELTA or Trinity Cert TESOL or equivalent (**Qualification must contain at least 100 hours of ELT/TESOL input, minimum 6 hours supervised teaching practice and must be externally validated by a reputable examination body**) or PGCE in relevant subjects, BEd, QTS or overseas equivalent.
- DELTA, Dip TESOL or equivalent
- Minimum of 5 years teaching experience including time with teenagers
- Eligible to live and work in the UK (we cannot assist in any way with work permits or visas)
- University degree or overseas equivalent
- Recent DBS check (formerly CRB)

## Desirable Requirements

- Native or very near-native competency in English
- Knowledge of the summer school location for which you are applying
- Teaching experience with teenagers and young learners, especially within multinational classes
- Committed to your own Professional Development and that of others
- Previous experience working in a junior summer school environment within a management capacity
- Effective management and motivational skills and a professional approach to work
- Able to work with computers
- Able to speak a second language
- Current first aid
- Awareness of CLIL (Content Language Integrated Learning) and Life Skills acquisition

## How Assessed

- Interview
- Interview
- Application form & references
- Interview
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- Application form
- Application form
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- Application form
- Interview

## Teacher Support

- You will hold a daily, 10 minute meeting before classes each morning with the teachers on your team
- Pair up the teachers in terms of experience and personality in order to provide high standards of teaching a positive experience for both students and the teachers
- Organise and deliver weekly Teacher Development Workshops and ensure that the topic and content is relevant, practical and useful for teachers
- Implement where possible additional methods of Continued Professional Development should a need be identified
- Observe each teacher at least twice (including a less formal pop-ins) during their contracted period and hold an individual feedback session afterwards
- Complete a feedback form for each observation and make sure that Head Office receive a copy as soon as possible
- Ensure that teachers carry out pre-excursion and post-excursion lessons as per the Academic Schedule

## Managerial Duties

- Liaising with the Centre Manager, you are responsible for all academic issues. It is vital that all managers work together to ensure the smooth running of the summer school.
- You will need to teach in the event of staff sickness or absence, if appropriate cover is not available. You will not normally be required to take part in the activities.
- You will attend a management induction in Canterbury before inducting your team of teachers when they arrive at the centre.
- Meet with newly arrived Group Leaders to go through the academic programme and lesson structure using the academic section of the Group Leader's Handbook and answer arising questions as necessary.
- Complete staff appraisal forms for each teacher. Work closely with the other managers to do this and return these forms to Head Office as soon as possible for the purpose of reference writing, which is done centrally.



# Job Description - Academic Manager

## Managerial Duties (continued)

- You are to help monitor student numbers weekly and correlate those against staff requirements, staff contracts and the possibility of laying off teachers when numbers fall. Ideally, you are to inform teachers if their contract is being terminated for any reason at least a week beforehand. Such a decision will be taken in consultation with the Centre Manager and the Academic Director.
- Read, review and react to the weekly student evaluation forms in order to continually maintain an improve standards across all academic areas.
- Ensure all teachers fulfil their contractual duties, are prepared for each assigned class and are in the correct classrooms at least 5 minutes before the scheduled start time.
- Ensure that all teachers are prepared, having planned their classes in advance and not leaving photocopying or other tasks to the last minute.
- Retest students who request a level change and ensure that all paperwork is updated according to the outcomes of these tests.
- Organise the classrooms, furniture and facilities available to the teachers in order to maximise their potential. Check all powered items are functioning correctly and instruct teachers on how to use them.
- You are responsible for all academic resources. It is essential that these are returned in the same manner they were delivered and checked against the inventory provided by Head Office. Regular audits will be performed throughout the course.
- Any other duties commensurate with the summer school operation as required by Centre Manager.

## Administrative Duties

- Ensure that all teachers correctly complete all necessary paperwork. These need to be checked and filed by yourself. (especially the Daily Lesson Record Sheet)
- You are required to attend regular management meetings to discuss occurring issues such as student welfare and behaviour, arrivals and departures, use of facilities and resources and other matters regarding the overall smooth running of the centre.
- Liaise closely with the administrator to create and maintain accurate class lists, registers, fire registers, reports, certificates and classroom allocations.
- Organise the testing and level placement of the students and allocate them to class according to their age, level of English, sex and nationality.
- All computer data is to be organised in a logical way so it can be downloaded by Head Office at the end of the course. The Academic Manager Handbook has further instruction on this point.
- At the end of the summer you will submit a report covering the strengths and weaknesses of any part of the academic programme and any other factors by which it has been effected together with any future recommendations

## General

- Read and refer to the Academic Manager Handbook before and throughout the course and adhere to Concorde International's operational procedures.
- You should read the Child Protection Policy and the Health and Safety Policy . Report any incidents appropriately; ensuring that the teachers do likewise.

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**Remuneration** £550 per week (+ statutory holiday pay) with a discretionary, performance related bonus commensurate with size of centre and completion of all admin (teacher observations, teacher appraisals, end of season report) by the end of August.

**Reports to:** Academic Director

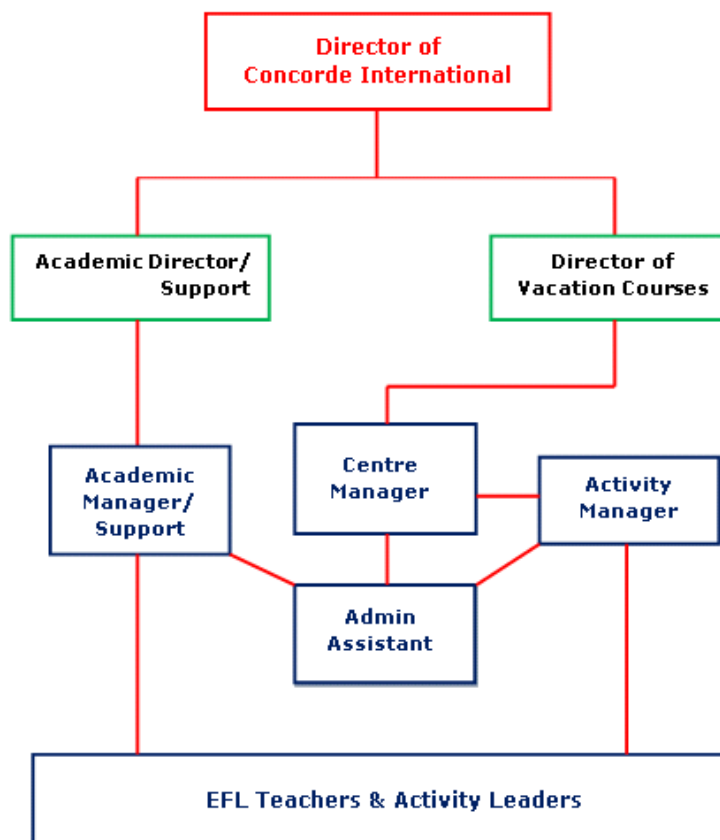
**Location:** Canterbury Study Centre, Kent

## Equal Opportunities

- Concorde International is an equal opportunities employer and does not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- If you are applying from outside Europe, please note that Concorde International is unable to assist in any way with work permits or visas.



# Organisational Structure



## How to Apply

1. Having read the Job Description, complete the application form available on request from Recruitment and return ensuring all information is provided and correct along with your CV and supporting statement.
2. It may take up to 7 days for us to reply to your application; we will let you know whether or not we wish you to complete a pre-interview task. If so please follow the instructions and return the task.
3. We will arrange a mutually convenient time for an interview, taking place in person or over Skype.
4. Following this you will receive a email offering you a post and location. You should read this email and reply with your acceptance (or otherwise).
5. The offer is conditional upon our receiving satisfactory references, so once we have heard back from you and you have accepted the offer, we will contact your referees.
6. If you have a recent DBS please send us a scan or photocopy. If you do not have a DBS we will explain the procedure to you in a separate email. Overseas applicants will need to provide an official document to include a police check from your own country.
7. If your references are satisfactory we will send you a contract (which you should sign and return to us, keeping a copy for yourself), and tell you how to access the final items of documentation.
8. A few weeks before you start, we will send all the information you need about working at the Junior school, including directions to the centre, information about the compulsory induction day and details about the centre itself.

## For further information contact:

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