




# Job Description - Academic Manager

## About Concorde International

Concorde International has been welcoming students from all over the world for more than 50 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 through student-centred classes, developing transferable life skills and digital literacy</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>



# Job Description (Academic Manager)

<b>Job Title:</b>	<b>JSS Academic Manager (fixed term contract)</b>
<b>Reporting to:</b>	Consultant Academic Director
<b>Line management responsibility:</b>	Senior Teachers, EFL Teachers
<b>Location:</b>	Bath and locations in Kent

## Process

1. Apply for the position through Indeed.com, TEFL.com or concorde-recruitment.com
2. If you meet our essential requirements based on the details in your CV an application form and pre-interview task will be sent to complete and return
3. An interview will be arranged at a mutually convenient time, taking place either in person or online using Microsoft Teams
4. Should you be successful, you will receive an email offering you a post and location. You should read this email carefully and reply with your acceptance (or otherwise) asap. **The offer is conditional upon receipt of satisfactory references and DBS**
5. If you are on the DBS update service please provide us with your DBS Number. If not 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.
6. Relevant certificates, ID and proof you are eligible to work in the UK of which we will need to be seen and copies made of each.
7. Once references and documents are received, a contract will be emailed to you (which you should sign and return to us, keeping a copy for yourself) and you will be given access to the online Junior Summer School Academic Programme Familiarisation Task **(which must be completed before the management induction)** and the relevant staff handbooks
8. A few weeks before you start, we will send all the information you need about working at the summer school, including directions to the centre, information about the staff management induction and details about the centre itself

## 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/Bachelor of Education/QTS (Secondary School Languages or Primary School) or overseas equivalent language teaching qualifications.
- DELTA, Dip TESOL, MA TESOL or accredited equivalent
- University Degree in any discipline
- Extensive teaching experience (5 years minimum) including time with mixed-nationality groups
- Eligible to live and work in the UK (we cannot assist in any way with work permits or visas)
- Native or very near-native competency in English
- Excellent communicational, organisational and managerial skills
- Experience of working with computers; digital educational resources, VLEs and databases
- The ability to liaise with and motivate others

### Desirable Requirements

- Knowledge of the summer school location for which you are applying
- Previous experience working in a Junior British Summer School environment
- Experience of managing residential summer schools
- Experience of integrating digital/AI resources in the classroom

### How Assessed

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



# Role and Responsibilities

## Teacher Support

- Giving daily support to all teachers on your team
- Pairing up the teachers according to gender, experience and personality
- Preparing and delivering weekly Teacher Development Workshops
- Identify and implement additional support for non-specialist or inexperienced teachers
- Observing (formal) and monitoring (informal) each teacher at least twice during the season
- Completing individual feedback forms for delivering at the feedback session
- Guide teachers on how to access: Intrinsic (database) and Microsoft Teams

## Managerial Duties

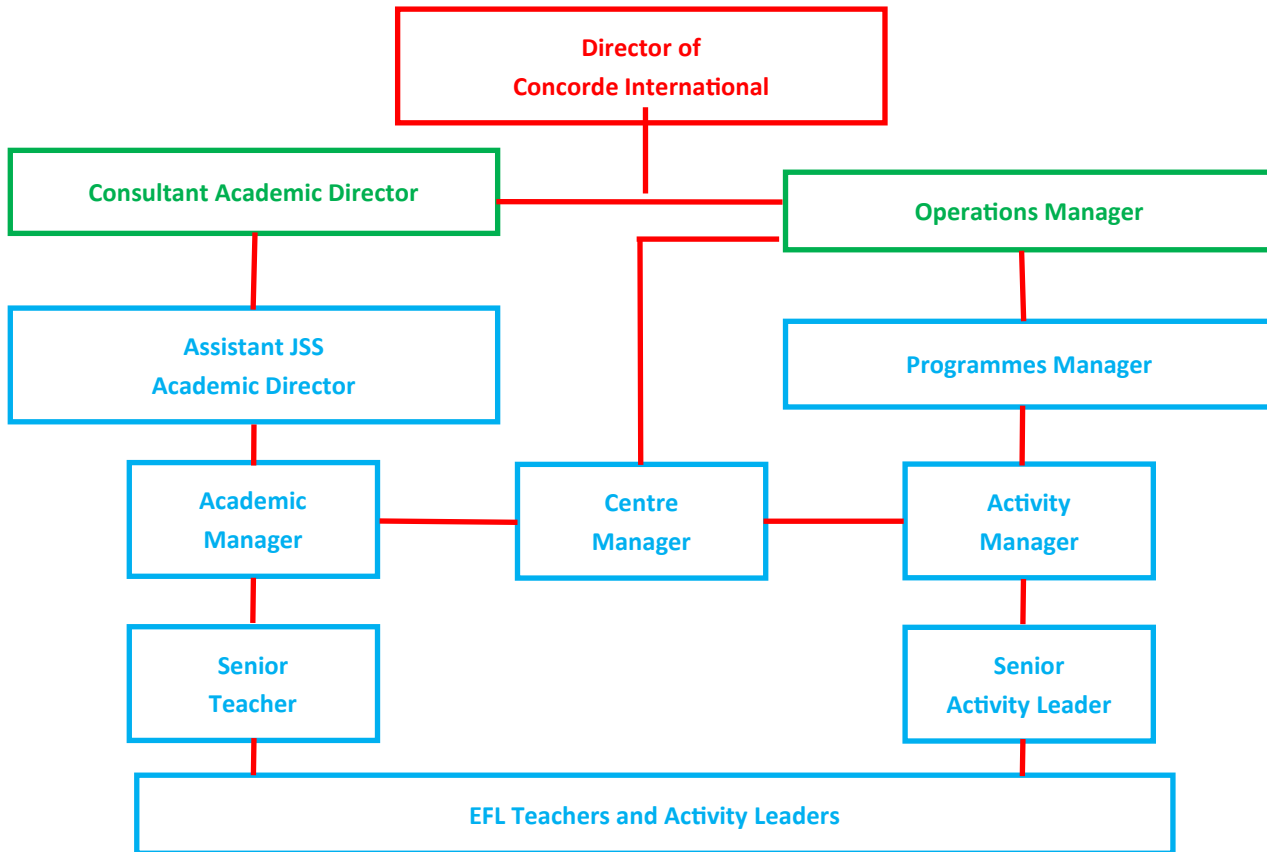
- Setting up and packing up the teacher staff room with pop-up library and notice boards
- Liaising with the Centre and Activity Managers to ensure the smooth running of the summer school
- Teaching in the event of staff sickness or absence if appropriate cover is not available
- Giving teachers an on-site, centre specific induction
- Meeting 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 any questions
- Carrying out a one-to-one teacher appraisals using the staff appraisal form. **Staff appraisal forms must be signed off by both the Academic Manager and Teacher.** The completed form is to be uploaded into your Teacher Appraisals folder on Teams for the purpose of future references if required
- Monitoring student numbers weekly and staff requirements. Contact consultant academic director and HR should there be any concerns.
- Reviewing and reacting to the weekly student evaluation forms for quality control of all academic elements
- Ensuring all teachers fulfil their contractual duties, are prepared for each assigned class, are in the correct classrooms at least 5 minutes before the scheduled start time
- Checking teachers' lesson plans and that all required academic admin is complete before signing off pay claims with the centre manager
- Retesting students when necessary and ensure that all paperwork is updated according to the outcomes of these tests
- Checking and organising classrooms, furniture and facilities for the teachers. 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 to be performed throughout the season.
- Regular briefings with the Consult Academic Director/Assistant regarding any concerns and instances of excellence!

## Administrative and Other Duties

- 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
- Creating and maintaining accurate class lists, registers, fire registers, reports, certificates and classroom allocations.
- Organising the testing/level placement of students for class allocation according to their age, gender, nationality and level of English
- All computer data/records is to be organised in a logical way so it can be downloaded by Head Office at the end of the season.
- Submitting an end of season report before mid-September (refer to academic manager handbook)
- Read the Safeguarding Policy, the Health and the Safety Policy and the Anti-Racism Policy. Report any incidents/concerns immediately whilst ensuring that the teachers do likewise
- Summer Centres are very busy places and there maybe duties to perform from time to time, in addition to those detailed above
- Flexibility and common sense are key in this role especially in an emergency, when 'leaping into action' would be expected



# Organisational Structure



## Remuneration

- Remuneration for this position is £840\* per week (\*fully qualified candidates) plus holiday pay (12.07%)
- The working week is up to 60 hours over 6 days
- Payment will be made weekly into your bank account in arrears
- Accommodation and food are provided in residential centres only
- Plus an additional week's pay for the management induction (week or so before the start date of the centre) and the setting up and the packing up of the centre
- As this is a managerial position, you will be required to sign a waiver form which confirms that you are willing to work more than 48 hours per week

### 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 the UK, please note that Concorde International is unable to assist in any way with work permits or visas.

### For further information contact:

Concorde International, Arnett House, Hawks Lane, Canterbury, Kent CT1 2NU

Tel: +44 1227 453315;

[recruitment@concorde-int.com](mailto:recruitment@concorde-int.com);

[www.Concorde-Recruitment.com](http://www.Concorde-Recruitment.com)