

## ACADEMIC MANAGER - FURTHER PARTICULARS

Job Title	Academic Manager/Teacher
Location	ABC Languages, Cambridge Union Society, 9a Bridge Street, Cambridge, CB2 1UB
Reporting to	Directors
Responsible for	Teaching Staff
Length of appointment	Permanent
Probation period	3 months
Start date	Monday 3 June 2019
Starting salary	£41,600 per annum, pro rata
Hours of work	25 hours per week. The hours of work for this role are from 09.00 until 14.30, Monday to Friday with 30 minutes break for lunch. These hours will be your normal hours of work. However, in accordance with Working Time Regulations, you will be required to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business. This may include some evening and weekend work.
Annual leave	30 days, including public holidays. 10-15 days should be taken during the Company's annual closure over Christmas and New Year.
Pension eligibility	The Company will offer membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

### **Purpose of Post**

You'll mainly be teaching our year-round, small-group adult English courses. Alongside this, you'll provide support for teaching staff, strengthen our CPD provision and lead staff monitoring and assessment. You'll oversee the proper delivery of courses, the student assessment and monitoring process and course design. Our main programmes include:

- Year-round adult courses, full and part-time
- Group Study Holidays (monolingual high-school groups)
- International Summer School (ages 5-15 and 16+)

You'll also take responsibility for teacher recruitment, inductions and instructing short-term contracted teaching staff. You may be called upon to mediate in situations where academic staff and students disagree, eg appropriateness of exam or level of course.

### **Key Responsibilities**

*It should be noted that you will have support from both our external Academic Advisor and a Senior Teacher from within the team.*

### **EFL Teaching**

- Lesson preparation and planning are integral parts of the teacher's duties. These are to be completed outside of the teacher's paid hours
  - Preparation – organise lessons which suit the needs of the students considering student level in accordance with the course syllabus
  - Create appropriate schemes of work and lesson plans
  - Homework – set and mark homework on a regular basis
- Record keeping
  - Submit lesson plans and schemes of work on a weekly basis
  - Monitor student attendance and punctuality
  - Monitor student progress

- Document instruction as required
- Communications
  - Keep open lines of communication with colleagues to ensure each teacher knows what the other has covered in lessons
  - Collaborate with other teachers to upgrade the quality of instruction
  - If any problems/concerns are arising in lessons, report to the Academic Team Leader who will offer to assist in handling the situation
  - Attend professional development sessions as required
  - Assist with student assessment and placement as needed

#### Training and staff support

- Lead/attend professional development sessions as required
- In conjunction with Academic Advisor, observe staff regularly and give feedback
- Keep lines of communication open with colleagues
- Keep self up-to-date with changes to exam entry procedures and syllabi etc. and ensure feedback to staff
- Identify training needs and encourage staff to take up training opportunities
- Lead staff appraisal and be involved in performance management issues
- Induct new teachers
- Hold regular team briefings

#### Delivery of courses

- Ensure that courses are delivered appropriately and in line with syllabus, client contract, etc.
- Raise any arising issues with teacher/s concerned. Arrange further training if required. Seek support of senior management in the event that any matters cannot be resolved
- Arrange cover and/or step in to ensure continuity of provision

#### Course design

- Overall responsibility for course design, working with other members of the management team and academic staff. Our main programmes and those in development are:
  - Year-round adult courses, full and part-time
  - Group Study Holidays (monolingual high-school groups)
  - International Summer School (ages 5-15 and 16+)
  - Online – private and small group
  - Bespoke ESP courses
- In the case of Group Study Holiday contracts, liaise with visiting group leaders/teachers and hold pre-course planning meetings as appropriate

#### Staff recruitment

- Shortlisting, interviewing and appointing prospective teaching staff
- Assign casual teachers to short-term assignments – high-school groups, 1:1's etc.

General Information

- Continually seek ways to improve own working practice and implement efficient systems of work as appropriate
- Keep self up-to-date with industry news, changes in local/government policies and procedures, local tourist/excursion information, changes to exam entry procedures and syllabi etc
- Perform tasks as directed by the directors in pursuit of the achievement of business goals

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Education/qualifications	<ul style="list-style-type: none"> <li>• First degree</li> <li>• Minimum level 7 RQF in ELT/TESOL (e.g. DELTA) – must be issued by a nationally recognised validation body and include at least six hours' observed teaching practice.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree, diploma or equivalent in a relevant subject</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Academic management experience</li> <li>• Broad range of teaching experience</li> <li>• Knowledge of English Language examinations (including Cambridge English Qualifications and IELTS)</li> <li>• Experience of teaching both junior and adult courses</li> <li>• Experience of academic administration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teacher recruitment</li> <li>• Experience of teaching both mono and multilingual classes</li> <li>• Knowledge of UKVI student visa regulations</li> <li>• Experience of working in a child protection/safeguarding environment</li> <li>• Knowledge of fire, health and safety regulations</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Excellent leadership and team-working skills</li> <li>• Good working knowledge of Microsoft Office packages; proficient in the use of Outlook, Word and Excel</li> <li>• Well organised, methodical and thorough</li> <li>• Accuracy and attention to detail</li> <li>• Ability to cope well with a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using online platforms to aid blended learning</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Outstanding communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to motivate others and build teams</li> <li>• Flexibility to adjust to change</li> <li>• Positive attitude</li> </ul>	

### **Application Process**

To apply for this vacancy, please complete an [application form](#) and include a covering letter outlining the reasons for applying for the role. This includes an Equality and Diversity form. The closing date for applications is Friday 17 May 2019.

Any offer of employment will be subject to:

- on date of commencement you are contractually free to join ABC Languages. Also that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, you supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' training

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company

For additional information or an informal discussion about this post, please contact Ben Whittaker, Managing Director. [ben@abclanguages.com](mailto:ben@abclanguages.com).

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