

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

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| Job Title: | Academic Manager |
| Reporting to: | Centre Director |
| Line management responsibility for: | Senior Teachers, EFL Teachers |
| Main purpose of the role | |
| <p>To ensure the delivery of an outstanding academic programme in which EFL Teachers execute their lessons in an engaging, motivational, and inspirational way to facilitate and ensure students' progress in English.</p> <p>Lesson Planning Quality Control: To ensure EFL Teachers make full and effective use of their daily preparation time, writing lesson plans to be signed off by you and following Bede's syllabus at all times in order to ensure the delivery of high-quality lessons that will develop students' language skills, increase their vocabulary base, build their confidence and fluency when speaking English and give them an insight into popular English culture, habits, traits and beliefs.</p> <p>Teaching: To ensure teachers execute all lessons in an inclusive, motivational, and inspirational way, promoting good conduct at all times, in order to create a positive learning environment in which every single student can learn and feel empowered to make real progress in English. To cover for teacher absences when required.</p> <p>Placement Tests: To organise, manage and deliver weekly Placement Tests for all new students to ensure they are placed in the correct class enabling them to be sufficiently challenged and make good progress in English.</p> <p>Class Management: To create and manage classes, assign teachers, and undertake all associated administrative tasks to ensure a smooth and fully effective academic programme.</p> <p>Student Performance Management: To make sure that weekly progress checks are undertaken by every teacher to confirm and provide evidence that students are studying at the correct level and that their English is improving.</p> <p>Administration: To organise, manage and store all paperwork related to the academic programme such as lesson plans, teaching records and class registers to provide evidence of quality teaching, inform parents of student's achievements and progress and be compliant with the relevant regulatory bodies that accredit the Summer School.</p> <p>End-of-course Reports: To ensure teachers write inspiring, personalised and error-free end-of-course reports that clearly detail students' strengths, levels of participation and areas for further improvement to communicate positive, realistic, helpful, and meaningful information to students' parents.</p> | |

Quality Control: To make sure that the Academic Programme is delivered by the teachers competently, diligently, and safely by checking lesson plans, conducting lesson observations and monitoring students' levels of participation in order to create a positive, professional and successful programme in which every student feels engaged.

Staff Management: To lead and manage a team of EFL Teachers and Senior Teachers competently, confidently, and professionally, monitoring their performance by carrying out lesson observations (and giving useful feedback) and providing support and guidance, when necessary, in order to build and maintain a team of professional, competent, happy and fully effective EFL Teachers. Contribute to the professional development and training of all EFL Teachers, deliver weekly input sessions, and carry out formal staff reviews and appraisals. Participate in any staff discipline processes.

Centre Administration: To assist with the day to day running of the centre, specifically at weekends, covering the management office and assisting the Centre Director, Welfare Manager and Administrator(s) where necessary.

British Council: To ensure all aspects of the Teaching & Learning section of the British Council criteria are met (and where possible surpassed) to maintain high industry standards and ensure continued accreditation.

Promoting Good Conduct: To be aware of, monitor and manage students' conduct and behaviour to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs, or differences.

Pastoral Care: To constantly be mindful of students' attitude, performance and conduct to ensure their physical and emotional well-being and to inform the Welfare Manager or Centre Director of any concerns.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

| Requirements | Essential / Desirable | Measured by A, I, E |
|--|------------------------------|----------------------------|
| Education and Qualifications | | |
| University Degree in any discipline | E | A |
| DELTA/Trinity Dip. TESOL (or Accreditation UK recognised equivalent) | E | A |
| Knowledge and Skills | | |
| A strong and demonstrable awareness of Health & Safety, specifically as it relates to classroom-based lessons and activities is essential | E | I |
| Strong and demonstrable organisational skills are essential | E | I/E |
| Experience | | |
| Extensive teaching experience (5+years) in a wide range of contexts is essential | E | A/I |
| Some experience in teaching mixed nationality groups is required | E | A/I |
| Academic Manager/DoS experience, especially in the context of a residential Summer School, is preferred. | D | A/I |
| Experience in line managing staff is preferred | D | A/I |
| Personal competencies and qualities | | |
| Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured, and often challenging environment is essential | E | I |
| Ability to solve issues and problems with/between staff and students is required | E | I |
| Ability to lead by example | E | I |

| Other Requirements | | |
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Additional information:

Bede's Summer School, which attracts students from 50+ countries between the ages of 6 to 20 years, is a highly successful enterprise and a renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The Academic Programme is crucial for the success of the Summer School experience and is a key contributor to why students return. A first-class teaching programme gives students opportunities not only to enhance their language skills, learn new vocabulary, develop their confidence, and increase their fluency but also to form friendship bonds that can last well beyond the summer. As such, Academic Managers are expected to create and participate in an environment that facilitates and fosters team building, cooperation, and inclusiveness. Students who make only minimal progress in English will consider that they have been failed by Bede's Summer School.

The job holder needs the skills, technical know-how and teaching experience to ensure the effective delivery of a balanced, stimulating, and inspiring programme of English Lessons, Language Activities, Workshops, Projects, and Exam Preparation Classes for up to 270 students, who, due to their varying ages, backgrounds, and cultures, will all have very different expectations and preferences and a different idea of what an outstanding teaching programme means.

They need to be able to think quickly and show common sense and attention to detail in a wide range of situations when dealing with staff and students. Adaptability and flexibility are critical skills, as is a cheerful, positive, and can-do attitude, which is a prerequisite of the job.

The Academic Manager must have the wide-ranging skills and experience to be able to effectively line manage a team of up to 25 EFL Teachers, who will have all joined Bede's Summer School for different reasons and many of whom have become used to a much more relaxed and flexible approach to their teaching in their jobs abroad.

Mondays are particularly challenging as there is pressure to get all newly-arrival students tested and put into class as soon as possible, whilst continuing to manage the current classes and undertake the day-to-day academic tasks and duties. On Fridays, there is pressure to get reports checked, signed off and printed in time for the Leavers' Ceremony on Friday evening.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Centre Management Team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Managers' Office and Teachers' Preparation Room can get exceptionally busy with many things happening at the same time; as such, high levels of resilience are required by the jobholder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment.

Academic Managers will maintain appropriate boundaries between themselves and the students, and staff under their leadership and with whom they come in contact during their duties. This may be particularly challenging for Academic Managers who are close in age to the Teachers in their team.

The working day is long and involves lots of contact time with the Teachers and Students which can be very challenging, but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Academic Managers are expected to lead by example and are considered ambassadors of Bede's Summer School. As such, they must contribute to upholding the good name of Bede's and at all times, whether on duty or off duty, in uniform or not, Academic Managers must act appropriately and do nothing that may compromise or jeopardise the School's excellent reputation in the local, national and international community.

Academic Managers are residential to offer students a first-class pastoral and welfare service; even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Managers who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition, and commitment to help us achieve our goal of being the very best Summer School.

Written by: Lucy Fox

Date: October 2023