

Job description and person specification

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Job description

Job Title:	Senior Academic Manager
Reporting to:	Operations, Marketing and Academic Manager
Line management responsibility for:	Academic Managers
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 in order to facilitate and ensure students' progress in English.</p> <p>Staff Management: To lead and manage a team of Academic Managers competently, confidently and professionally, monitoring their performance by carrying out the appropriate checks on their departments. To manage their expectations and deliver the appropriate solutions.</p> <p>British Council: To ensure all aspects of the Teaching & Learning section of the British Council criteria are met (and where possible surpassed) in order to maintain high industry standards and ensure continued accreditation.</p> <p>Lesson Planning: To support the Academic Managers and EFL Teachers ensuring staff are making effective use of their daily preparation time, writing lesson plans in line with the syllabus.</p> <p>Observations: To complete drop in observations on the teachers ensure they 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. Report back to the Academic Manager any concerns which need addressing.</p> <p>Placement Tests: To provide support for the placement tests making sure they are being completed and managed effectively to ensure the students are placed in the correct class enabling them to be sufficiently challenged and make good progress in English.</p> <p>Inductions: To lead the teaching staff induction to train all academic employees in relation to their teaching and planning duties and the schools expectations.</p> <p>Administration: To organise, manage and ensure that all paperwork for all centres is being completed and stored, such as, lesson plans, teaching records and class registers in order to provide evidence of quality teaching whilst being compliant with the relevant regulatory bodies that accredit the Summer School.</p>	

Notice Boards/Displays: To ensure that academic notice boards and displays are completed and compliant whilst engaging and relevant.

Policies: To read through all academic policies, making sure they are amended where needed, accurate and up-to-date, whilst making sure that all academic staff are abiding by these policies.

Quality Control: To make sure that the Academic Programme across each centre is being delivered in accordance with the British Council and the Summer School's own policies and procedures, allowing each and every student to engage with the course, fully prosper and succeed.

Budget: To maintain an academic budget and make spending decisions in order to provide the highest quality Teaching Programme possible, accounting for all money spent with receipts as required.

Promoting Good Conduct: To be aware of, monitor and manage students' conduct and behaviour in order 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.

Safeguarding: To promote and safeguard the welfare of all children and young people you come into contact with, ensuring you are aware of, and complying with, all safeguarding policies and procedures.

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

Set Up and Pack Down: All centre staff are responsible for and required to help with the set up and pack down of the centre. This will be subject to contract length, therefore you may only be required to help with set up or pack down and not required for both.

Other Responsibilities: To undertake such other reasonable duties from time to time as the summer school may reasonably require.

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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		
A university degree in any discipline	E	A
CELTA/Trinity Cert. TESOL (or Accreditation UK recognised equivalent)	E	A
DELTA/Trinity Dip. TESOL (or Accreditation UK recognised equivalent)	E	A
PGCE (in English or MFL), QTS (primary or secondary) and CELTYL are particularly welcomed	D	A
Native/near-native competence in English (written and spoken)	E	A/I
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
Experience		
Some experience of teaching mixed nationality groups	E	A/I
Extensive teaching experience (5+years) in a wide range of contexts is essential	E	A
Teacher training experience	E	A
Experience of line managing staff	E	A
Academic Manager/DoS experience, especially in the context of a residential Summer School	E	A/I
Experience of preparing for and supervising external exams, particularly Cambridge, Trinity and IELTS	E	A/I
Personal competencies and qualities		
Ability to work efficiently and effectively in a fast-paced, highly	E	I

changeable, highly pressured and often challenging environment		
Strong and demonstrable organisational skills	E	I/E
Ability and disposition to solve issues and problem with/between staff and students	E	I
Ability to lead by example	E	I
Other Requirements		
Driver - valid driving licence	E	A/I

Additional information:

Bede's Summer School, which attracts students from 50+ countries from the ages of between 6 to 20 years, is a highly successful enterprise and 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 to 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 friendships that can last well beyond the summer.

The Senior Academic Manager will primarily be based at our Dicker centre, however, from time-to-time they will be required to travel to other centres to oversee the Academic Managers as and when necessary.

The job holder needs the skills, technical expertise and teaching experience to ensure the effective delivery of a balanced, stimulating and inspiring programme of English Lessons.

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 Senior Academic Manager must have the wide-ranging skills and experience to be able to effectively line manage a team of up to 5 Academic Managers and work with over 50 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.

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, the job holder must require the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment that requires a high level of resilience.

It goes without saying that Senior Academic Managers must also maintain appropriate boundaries between themselves and the students - they can never become students' friends.

The working day is long, involves lots of contact time with Head Office, Academic Managers, 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.

Senior Academic Managers are expected to lead by example and are 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, Senior 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.

Senior Academic Managers are residential so as 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.

Reviewed: October 2025