

## ACADEMIC MANAGER

An exciting opportunity has arisen to join our organisation heading up the academic management of Living Learning English in the heart of Bristol.

### A bit about us

Living Learning English is a very well-established, successful English language home tuition organisation located in Bristol city centre. With a reputation for high quality courses and customer service, LLE manages a large team of teachers across the UK from its headquarters delivering home tuition Business English courses to senior executives, General and Academic English courses to adults and young learners. The company employs 10 full time staff at Head Office in Bristol and works with approximately 400 freelance teachers all over the UK.

### The role

Due to the promotion of the current post-holder to an external role, we are now looking to appoint a new Academic Manager to extend and develop the work that has been done to put in place good policies, practices and systems.

We are looking for an experienced Academic Manager with excellent digital skills who is able to take our course provision and services to our teachers to the next level by developing online teaching & learning resources, managing the provision of online tuition via our new web-based teaching platform and managing the overall academic side of our home tuition courses.

As this is an office-based position there is a significant administrative responsibility in addition to overall responsibility for all academic matters.

This is a key role within the organisation, deputising for the Principal and the post holder will be required to work flexibly within a busy & growing English language teaching organisation.

### Key responsibilities

- Overall academic management of LLE to ensure the effective delivery of online and home tuition courses.
- Managing, motivating and supporting the teaching team ranging from newly-qualified to very experienced homestay and online teachers.
- Course administration and managing the Course Administrator and DoS.
- Working with the part-time DoS and the course managers to develop systems and procedures to enhance the academic quality and ensure teachers can design and adapt a course to match individual student needs..
- Syllabus and course design.
- Assessment of students.
- Managing and distributing the teaching and learning resources, to research and recommend new materials and to create new online teaching materials for our teachers to access.
- Managing the resources budget.

- Keeping accurate records of assessment, progress and lesson records.
- Reviewing and moderating end of course reports.
- Responsibility for the professional development of teachers: organising regular in-house teacher development sessions, our annual teacher conference and online training sessions.
- Interviewing and visiting new teachers.
- Conducting new teacher telephone inductions.
- Managing a programme of observation of teachers and dealing with unsatisfactory teaching,
- Occasional cover teaching when required.
- Liaison and communication between teachers and between teachers and Head Office, including moderating the LLE teacher forum.
- Ensuring that all inspection criteria of the British Council Accreditation Scheme with reference to academic management are met.
- Promoting LLE positively both internally and externally.
- 4 weekend duties per year on emergency cover.

### **Qualifications and experience**

- TEFL-Q.
- Previous academic management experience (at least 2 years).
- Proven leadership experience.
- Good knowledge of academic trends in the ELT industry including teaching and learning online.
- In-depth knowledge of the latest teaching materials and methodologies.
- Proven record of successful course design and teaching (classroom, 1:1 and online).
- Testing and assessment of students.
- Experience of planning and running a teacher development programme.
- Familiar with educational databases.
- Experience of the British Council accreditation process.
- Knowledge of foreign language(s) desirable

### **Approach, skills and abilities**

- Able to take ownership of and manage own workload
- A proven ability to take initiative, to work independently and in a team
- A strong and professional work ethic
- Confident, demonstrating the initiative to improve processes which deliver results within a changing and developing environment – an innovator.
- Adaptable, hard-working, positive and reliable.
- Ability to work under pressure whilst remaining perceptive to the needs of others.
- Understands the needs of an independent organisation with a global reach.
- Demonstrates a commitment to self-development to enhance skills and abilities.
- A friendly and professional manner at all times in line with LLE ethos and a commitment to high levels of customer service.
- Excellent presentation and communication skills.
- Excellent organisational skills with a good attention to detail.
- Excellent technical and administrative skills.

**In return**

You'll have the opportunity to work amongst a highly professional team who are proud to be part of this successful and forward moving organisation. Situated in prestigious offices in the centre of Bristol, you'll be a stone's throw from some of Bristol's iconic landmarks. We offer a competitive salary, company pension and excellent support with training and development.

**Salary**

Salary in the region of £30,000 - £35,000 depending on qualifications and experience

**Safe recruitment**

Due to this post having access to under 18s and their details, candidates will be required to undertake an enhanced Disclosure and Barring Service check and safeguarding training.

**Application**

Please send CV and covering letter outlining how your experience and skills match the role to [kate@livingenglish.com](mailto:kate@livingenglish.com).

Applications without a covering letter will not be considered.

**Closing date: 17<sup>th</sup> August 2017**

**Interviews: Tuesday 22<sup>nd</sup> August 2017**