

Job Description

Job Title:	Assistant Academic Manager
Contract:	Fixed Term, Seasonal
Hours:	See detailed breakdown on page 3-4 of this document
Salary:	See detailed breakdown on page 3-4 of this document
Department / Section:	St Edmund's College Summer School
Reporting to:	Summer School Director, Academic Manager
Line management responsibility for:	Academic Team Leaders, English Language Teachers

Summary of the Post:

The Assistant Academic Manager will work closely with the Academic Manager to ensure delivery of an outstanding academic programme in which EFL Teachers deliver their lessons in an engaging, motivational and inspirational way in order to ensure students' progress in English and have a positive student experience.

Duties of the Post:

The main duties of the post will include:

1. To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant summer school policy.
2. Line manage Academic Team Leaders and EFL Teachers
3. Assist with planning of student assessment and placement procedures
4. Liaise with parents, guardians and agents where necessary
5. Assist with coordination of external examinations
6. Observe all English & ETOS classes; provide feedback
7. Assist with Professional Development of academic team
8. Support weekly INSET sessions with academic team
9. Support advising on materials and teaching techniques
10. Assist with coordination of break/lunch duty rota
11. Conduct morning briefings
12. Ensure Code of Conduct is followed by all members of academic team
13. Maintain morale and enthusiasm of academic team
14. Report to Academic Manager and Summer School Director regarding performance of academic team
15. Any other duties consistent with the post

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

Performance of the above duties is assessed during the summer school's operation and the Performance Development Review process.

Person Specification:

	Essential	Desirable	Method of Assessment
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> • Bachelors degree in any field • CELTA or equivalent • DELTA or equivalent or Masters degree in relevant discipline or QTS in Secondary English/Modern & Foreign Languages 	<ul style="list-style-type: none"> • Bachelors degree in related field • Emergency First Aid at Work certificate • Fire Marshall Training certificate • Level 2 Child Protection training • Management training certification • Safer Recruitment in Education training 	These determine eligibility for selection to interview. Confirmed by production of applicant's certificates and discussion at interview.
Experience (Candidate has...)	<ul style="list-style-type: none"> • 5+ years' experience in English Language Teaching • 1+ years' experience in Academic Management • Experience teaching multilingual groups • Experience in examination administration 	<ul style="list-style-type: none"> • 10+ years' experience in English Language Teaching • 3+ years' experience in Academic Management • Any experience in a residential work environment 	These determine eligibility for selection to interview. Confirmed by contents of application form, discussion at interview and professional references.
Skills (Candidate is able to...)	<ul style="list-style-type: none"> • Pastorally support team members • Supervise, support and manage the academic team • Administer external exams such as IELTS & Trinity • Liaise professionally with parents, agents and other 3rd parties • Conduct recruitment interviews • Observe lessons and provide constructive feedback • Work as part of a team • Ability to communicate effectively with students and staff • A confident IT user, with proficiency in the use of Microsoft Office. 	<ul style="list-style-type: none"> • Lead innovative change and development in applied ELT methodology • Inspire academic team to strive for professional development • Promote inter-departmental cooperation for integrated educational projects • Deal with interpersonal conflicts professionally and pragmatically 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.
Qualities (Candidate is...)	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Professional • Consistent & Reliable • Organised • Able to work independently • Personable • Pragmatic • Enthusiastic 	<ul style="list-style-type: none"> • Innovative • Self-confident • Inspirational 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.

Safeguarding:

The St Edmund's College Summer School complies with the DCSF Guidance '*Safeguarding Children and Safer Recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

Dates & Hours:

Monday 3rd July 2023 until Friday 18th August 2023. This equates to one week of planning / preparation then six weeks of delivery.

There are no residential duties included in this role. The inductions, meetings, briefings, and duties are paid and included in the salary, which also includes all marking and preparation time.

Salary and Benefits:

Assistant Academic Manager pay for the full summer school period is equivalent to £43,000 per year. Over 7 weeks, inclusive of accrued holiday, this equates to:

Assistant Academic Manager	£5,788.46
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Supplementary Information:

Here are a few documents, and sources of information, that you might find useful when you consider applying to work with us:

- www.stedmundscollege.com – our summer school website.
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

Reviewed By:	Mike Pengelly (Summer School Director)
Review Date:	October 2022