# Job Description

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| **Job Title** | LISS Academic Manager |
| **Reports To** | Centre Manager |
| **Main Responsibilities** | Management<br>• Manage the academic department to ensure that a high quality programme is delivered following the Liverpool School of English guidelines.<br>• Maintain a professional relationship with the Liverpool School of English staff, students, group leaders and venue staff.<br>• Lead and participate in staff induction days prior to the students' arrival.<br>• Lead student induction sessions.<br>• Liaise with Activity Manager to organise teachers' rotas for lessons and activities.<br>• Liaise fully with teachers and group leaders on a daily basis in scheduled meetings.<br>• Maintain high quality customer care.<br>• Maintain teacher observations and feedback records.<br>• Fully support the Centre Manager in all areas to ensure the smooth running of the centre.<br>• Write an end of centre report to be submitted within one week of the centre closing using template provided.<br>• Open/close the centre along with other centre management.<br>Academic<br>• Ensure that the contents and delivery of the academic programme comply with the British Council and English UK guidelines as well as those of the Liverpool School of English.<br>• Prepare placement day schedule, oversee preparation of relevant materials and ensure all staff are aware of and carrying out their duties.<br>• Oversee students' attendance and keep a record of any issues or queries.<br>• Oversee the marking of tests and use Class Systems software to place all students in the appropriate level.<br>• Work with the Senior Teacher to support teaching team by arranging classrooms and providing timetables as early as possible.<br>• Support the teachers with any academic or behavioural problems they may be having.<br>• Liaise with the Senior Teacher to organise General English afternoon lessons for students doing the 21 hour programme.<br>• Keep a log of the schemes of work and lesson plans<br>• Manage CPD and appraisals for the teaching team throughout the summer.<br>• Teach when necessary.<br>Welfare/Other<br>• Ensure all LSE Health & Safety Policies and procedures are implemented and monitored.<br>• Have read and understood the Management handbook and be fully conversant with the responsibilities of the Academic Manager as well as LSE's policies for the welfare and protection of children.<br>• Comply with all of the school's policies and procedures and undertake any other duties commensurate with the level of responsibility of the post. |

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| | • Have read and understood the Employee Handbook. |
| **Compiled by** | JG and NC |
| **Date** | December 2017 |

## Person Specification

| | Essential | Desirable |
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| **Education Level** | • Educated to degree level | |
| **Professional Qualifications** | • CELTA/Trinity CertTESOL or PGCE in MFL/English with QTS status<br>• TEFLQ qualified (possessing either a diploma in ELT/TESOL or an MA in TESOL or Applied Linguistics plus 5 hours of assessed teaching practice) | • Young Learners extension to CELTA |
| **Experience** | • Team leading<br>• Position of responsibility on summer programmes | • Previous experience of working on residential programmes<br>• Involvement in a BC inspection<br>• Academic management<br>• Knowledge of Class Systems software |
| **Personal Skills and Qualities** | • Have awareness of and maintain appropriate boundaries in relations with students<br>• Planning and scheduling skills<br>• Leadership skills<br>• Good communication and interpersonal skills<br>• Time management skills<br>• IT literate, especially the use of Microsoft Excel<br>• Ability to work to a high level under pressure<br>• Professional appearance | |
| **Special Requirements** | • Knowledge of BC Criteria | • Child Protection training<br>• First Aid Certificate<br>• Safeguarding Level 2 |