



JOB DESCRIPTION

Department:	Millfield Enterprises
Post:	Academic Manager
Responsible to:	Director of Studies
Job Purpose:	To support the Director of Studies in ensuring the delivery of a high quality teaching programme to international students attending the Millfield English Language Holiday Courses. Total hours per week: 42

MAIN DUTIES AND RESPONSIBILITIES

At one of our campuses, Street or Glastonbury.

- Safeguarding children is the responsibility of all members of Millfield staff.
- Providing professional leadership to the Academic team at Street or Glastonbury campus, supporting and developing teachers delivering lessons to both morning and afternoon classes. Ensuring that teachers deliver lessons appropriate to the student and syllabus requirement. Senior Teachers will support you with this. You will have no timetabled teaching hours.
- Ensuring that training sessions designed to support teachers in lesson delivery are provided for staff during induction.
- Providing advice and support to the Senior Teachers responsible for the delivery of General English, Global Studies, Academic English and English Plus programmes.
- Advising teachers on selection and use of resources within the classroom.
- Ensuring that the Learning Journals are exploited as a learning tool and record of work in all lessons, giving teachers suggestions and support on how best to use Learning Journals.
- Being available and visible within the teaching areas throughout lesson time to respond to teaching issues and provide support, including team teaching and giving teachers the opportunity to observe you.
- Maintaining a high profile, visiting classes regularly interacting with students and teachers.
- Ensuring that students are fully prepared for Trinity GESE examinations.
- Overseeing a programme of teacher observation, maintaining a record of these and following up any concerns with the Director of Studies.
- Co-ordinating the Friday morning teacher led team activity ensuring that activities are engaging and challenging for students.
- Allocating students to classes and monitoring the classes, dealing with problems as they arise.
- Overseeing a programme of teacher observation, maintaining a record of these and following up any concerns with the Director of Studies.
- Participating in regular meetings with the Street Campus Management team and Director of Studies to ensure effective communication throughout the course.
- Being responsible for delivering professional development sessions to both groups of teachers and on an individual basis. Content to be based on formal and informal observations and feedback from teachers themselves.
- Arranging cover for absent teachers.
- Working with Senior Teachers to ensure relevant student reports are appropriately written and checked.
- Responding to queries from outside agencies in liaison with Enterprises Office staff as requested by the Director of Studies. Investigating issues and providing feedback as soon as possible.
- Receiving and acting on feedback, including appraisals and exit interviews, from the students and teaching team.

HEALTH & SAFETY

- Ensuring that general safety procedures are observed at all times. If you are in doubt about the safety of an activity, stop it immediately and check with your line manager or the Health and Safety Officer.
- Acquainting yourself with all relevant fire, safety and health arrangements whether during sports and activities, social events or in the House, and both on and off the main campus.
- Ensuring that all Covid-19 protocols, current at the time, are followed in accordance with Millfield guidelines.
- Completing First Aid training as requested. If you possess a First Aid Certificate, please send us a copy.

OTHER DUTIES:

- Ensuring that teachers opting into residential duties fulfil their allocated duties.
- You are to report as soon as possible to your line manager any matters (real or apparent) of unprofessional behaviour on the part of staff and of indiscipline, misbehaviour, major complaint, accident or personal problem among the student body.
- You will be representing the good name of Millfield School so, both on and off site, you will be expected to behave in a manner that is expected of someone in care of minors at all times.
- You will lead by example and take an active part in school life to ensure the students have a memorable and rewarding summer.
- You are to participate in the staff induction.
- You will perform any other duties that your line manager sees fit providing that such duties are appropriate to your role.
- Although your role is based at Street campus, there may be occasions when you will be required to work at Glastonbury campus due to business demand.

PERSONAL SPECIFICATION

Essential:

- Understanding of and commitment to safeguarding
- TEFLQ Status: DELTA, Dip.TESOL, MA TESOL (with assessed teaching component) or relevant PGCE + TEFLI
- Degree level education or extensive work experience including professional development
- Previous experience teaching teenagers
- Previous summer school experience at Senior Teacher/Academic Manager level
- Experience of delivering CPD sessions
- Experience of carrying out observations and giving feedback to others
- Experience of preparing students for Trinity GESE English qualifications
- Ability to plan and deliver student centred lessons
- Commitment to working with children/teenagers
- Teamworking skills and experience of leading a team
- Excellent communication skills
- Organised approach to work with ability to meet deadlines
- Ability to work under pressure
- Flexibility in working hours
- Willingness to participate in non-teaching activities: pastoral duties and social activities
- Commitment to CPD and willingness to develop teaching skills and practice in self and others
- IT skills – use of IWB, incorporating technology into lessons
- Experience of creating own materials

Desirable:

- Teaching Young Learners' Qualification: CELTP, TYLEC
- Understanding and experience of teaching CLIL based lessons or KS3/KS4 subject lessons
- Experience of teaching Study Skills/ Academic English courses

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....