



Job Profile

Job title	Bucksmore Academic Manager		
Division/dept	Bucksmore Education		
Working hours	40 hours per week	Start date	ASAP
Reports to	Head of Operations & Academics	Location	Greenwich
Salary	Competitive	Bonus	-

Job purpose

The Bucksmore Academic Manager is a key member of the head office operations team, and is primarily responsible for the production and delivery of all academic content across all Bucksmore programmes. However, the nature of the role within a small operations team means that the Academic Manager will also have input into the successful delivery of all aspects of the summer programmes, ensuring they are delivered to the highest possible standard, and in compliance with British Council guidelines.

Main duties and responsibilities

Academic Management

- Writing and developing academic materials and syllabi
- Writing and developing lesson plans & academic supplementary materials for all Bucksmore courses including Chinese university courses
- Reviewing and developing the Bucksmore Assessment on an annual basis
- Reviewing and updating existing syllabi and supporting resources
- Producing academic content for Counsellor and DoS Handbooks
- Ensuring effective communication with academic staff pre-summer, including placing the syllabi online
- Implementing academic management procedures and administrative systems
- Planning and delivering teacher development sessions for Bucksmore Summer staff
- Ensuring all post-course academic material, including reports and Bucksmore certificates are delivered to students on time
- Ensuring Bucksmore academic provision and delivery in the summer is of a suitably high quality in keeping with the aspirations of the company
- Line managing Directors of Studies over the summer

General Duties

- Helping Bucksmore develop and grow its courses and business as required in terms of numbers of students, quality of courses and reputation
- In conjunction with the Head of Operations & Academics, designing and preparing Bucksmore courses suitable for the Chinese middle schools and Chinese adult university students
- Working as part of the Head Office Management team liaising closely with the Head of Operations & Academics, Programme Manager and Recruitment Manager
- Assisting with general administrative tasks leading up to summer when required, such as processing bookings and payment
- Meeting agents and other clients when required, acting as an ambassador for the Bucksmore brand
- Responding promptly to any enquiries from parents and agents about Bucksmore Education

- Providing any additional support necessary to senior management teams at Bucksmore centres during the summer
- Interviewing and hiring academic staff where appropriate
- Assist in safeguarding and student welfare management

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in UK 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Hold a Trinity Cert, CELTA OR equivalent 	<ul style="list-style-type: none"> • Hold a Trinity Dip. TESOL or DELTA and/or MA TESOL qualification
Experience and knowledge	<ul style="list-style-type: none"> • Native or native-level English speaker • A proven aptitude and commitment to developing learning resources and materials • Minimum of three year's full-time teaching experience • Full driver's license • Experience of working in a summer school 	<ul style="list-style-type: none"> • Experience of dealing with young learners in a residential setting • Computer literate and comfortable using Microsoft Office • Familiarity with an EFL environment
Skills and abilities	<ul style="list-style-type: none"> • Flexibility and adaptability • Ability and desire to work in a team • Excellent communication skills • Ability to prioritise tasks and work to tight deadlines • Excellent organisational skills • Ability to work on own initiative and work under pressure • The ability and willingness to take on new projects and tasks 	
Personal qualities	<ul style="list-style-type: none"> • Commitment to delivering a high standard of work • Demonstrates respect for equal opportunities and diversity • Adopts a positive approach to personal learning and development • Consistently demonstrates a 'can do' approach to work 	

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.