



Title Academic Manager

Reporting to Managing Director

Position Fixed-term (June 15 – August 24).

Summary Working out of our head office in Farmoor, Oxford you will lead on all academic aspects of our summer preparations including reviewing and updating our academic resources (syllabus, courses materials, academic handbook etc.), teacher recruitment and, with support from head office, prepare generally for the opening of our centres on 8 July 2018.

This role would suit somebody with a range of both academic and management/operations experience and plenty of energy.

We strongly believe that learning should be fun and can be done both in and out of the classroom, involving interactive learning and practical communication development. You will also need to be a leader with the ability to train other qualified EFL teachers in how to deliver the programme and manage them throughout the summer.

Responsibilities Recruitment and selection of our summer EFL teachers

- Train qualified EFL teachers on the Varsity International programme
- Updating and developing our teaching programme and resources, including all lessons plans, learning materials, assessment procedures (initial assessment and ongoing) and documentation.
- Co-ordinate, monitor and observe our teachers during the 7-week summer season across our residential and day venues and assist the Head Office in the management of these staff.
- Cover teach as a last resort when teachers are sick, unavailable etc.

Requirements Educated to degree level, you must hold a TEFLQ qualification: DELTA, DipTESOL, MA TESOL with appropriate teaching practice or a PGCE in a Modern Foreign Language combined with a TEFL qualification.

- Minimum 3 years' full-time teaching experience.
- Experience of teaching EFL to children of different nationalities, ability and age.
- Experience of academic management in a summer school setting.
- Ability to support, motivate, lead and inspire a team of teachers.
- Flexible, team player, able to adapt to dynamic situations and challenges on camp.
- Imaginative and innovative with the ability to bring these attributes into the EFL programme.
- Ability to work under own initiative after initial direction.
- Excellent communication and interpersonal skills – verbal and written.
- Cultural sensitivity and awareness.
- Must be located near to or within easy reach of Oxford with English as your first language

- Hours** During June: 08.30 – 17.30 Monday – Friday.
- During July & August: Head Office Managers receive one day off per week on average. The nature of the job requires managers to be flexible and willing to address situations whenever they arise. Hours can be unsocial and may include early/late starts.
- Place of work** Farmoor, Oxford with frequent travel between our centres during July and August.
- About us** We are part of Active Education Group, one of the leading providers of activity-based holiday camps. Within Varsity International our focus is running 2 residential camps in Oxford and Wokingham for children 8 to 14 years old and 10 day camps for children aged 4 to 14 years.
- We mix English language lessons with British cultural experiences and a fantastic programme of activities including a whole range of sports, outdoor adventure and art based options. Our day camps for local British children are on the same site, so outside of the English lessons the international children immerse themselves in the language, interacting with the local children.
- Salary** £550-£650 per week depending on qualifications & experience plus overtime for weekend work.
- Monthly company lunches and social events.
- Possibility of residential accommodation.
- Apply** Send a CV and covering letter to Charles Pizzey, Managing Director, to info@varsityinternational.co.uk

Varsity International is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be prepared to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.