

OHC is looking for a well organised, meticulously detailed, and highly communicative Academic Manager who will lead our ELT provision in Dublin in our year-round English language school. This is a key position to successful implementation and development of key processes / services within the school's busy academic function. In addition to responsibilities for the academic operation, our Academic Manager will play a key role in the quality assurance process in-line with the school's vision of delivering academic excellence to every student.

Role Description

The Academic Manager plays a key role in the day-to-day operations of the English Language School, managing staff and students, providing educational leadership, developing existing and new programmes, managing quality assurance and compliance within school and working to ensure a high level of service delivery to students. This role requires a highly motivated individual with a sense of ownership towards the position. Applicants must have excellent organisational skills and be efficient, flexible, and able to work in a busy environment.

Duties and Responsibilities

- Work as part of the Academic Team to ensure excellent service delivery of the highest standards.
- Participate in the day -to- day management and administration of the academic department.
- Work on new initiatives to improve and enhance existing programmes and services.
- Staff management – recruitment, induction, and performance management.
- Provide ongoing direction, mentoring and support to the academic staff and participate in the delivery of the Teacher Development Programme.
- Provide educational support to Holmes Institute Dublin where required
- Coordinate the movements of students between levels, classes and courses and maintain the database accordingly.
- Participate in management meetings.
- This list is not exhaustive as there may be other duties and responsibilities that form part of the role.

Essential

- Degree & DELTA or equivalent.
- Extensive teaching experience (5+ years) in a wide range of contexts including exam preparation.
- Previous work in academic monitoring, planning and administration.
- Previous experience with course and syllabus design.
- Demonstrated leadership and management skills at an operational level including effective management of people, resources and finances.
- Ability to work both independently and as a team player in a fast-paced environment.
- Solutions focused approach to problem solving.
- Experience with Academic accreditation schemes and inspections.

Desirable

- Experience with Erasmus+ funding and courses.
- Experience in a rolling enrolment environment.

OHC is part of The Holmes Education Group (HEG) which is a family run and family-owned private company. For us business is personal. We believe in building partnerships with trustworthy and ambitious people. More dynamic than our corporate competitors, we can communicate closely with our partners and make changes quickly. We are not bound by policy, and we innovate to find solutions where others cannot.

Job Type: Full-time Face to Face

Only applicants who have the right to live and work in Ireland will be considered.

To apply send your CV and cover letter to Georgina Collier, Director, Holmes Education Group
irehr@holmeseducation.group