

ADVERT ID 170977

General

International House Galway

19 Eyre Square Galway
<https://ihgalway.ie>

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Fri Jun 3 2022 12:06:13
Application Closing Date: Fri Jul 8 2022
Commencement Date: Mon Sep 5 2022
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title: Academic Director
Description: The Academic Director is responsible for the day-to-day academic management at International House Galway. This position requires a dynamic, enthusiastic individual who is excited by the challenge of running academic operations of our language school and ensuring a high quality academic experience for our students.

Duties Include

Curriculum and syllabus design and development
Quality assurance in all areas of academic management
Operational academic management
HR management of academic team
Oversight and support of the academic team
Teacher development
Preparation for school inspections
Ensuring that all academic provision and policies are compliant
Management of external proficiency examination enrolments
Management of student supports and services
Management of CELTA enquiries, interviews and the organisation of the courses run by International House Galway
Working with the Centre Director to manage academic budgets
Supporting the Centre Director
Any other reasonable duties
Experience as a Main Course CELTA Tutor is an advantage

Essential Requirements – Qualifications, Experience and Skills

DELTA or Trinity Diploma in TESOL
At least 5 years' full-time ELT experience, preferably in a similar context
Familiarity with IELTS Test and Cambridge Suite
Proven people management and leadership skills
Ability to work in a multi-functional, dynamic team
Excellent written and oral communication skills
Excellent negotiation and organisational skills
Passionate about English language teaching and learning
Energetic, driven and committed to delivering excellence
Proven management experience in a similar role
Knowledge of the ELT sector in Ireland
Experience in CPD delivery
Attractive remuneration package offered, commensurate with experience.

Additional benefits

- Private health insurance
- Funding for professional development
- Bike2Work Scheme
- Supportive atmosphere within the team
- Support with settling in, including one month's accommodation, where needed

Job Types: Full-time, Permanent

Salary: €35,000.00 per year

Benefits:

Private medical insurance

Relocation assistance

Schedule:

8 hour shift

Monday to Friday

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: 19 Eyre Square
Galway

County: Galway

Enquiries To: magda@ihgalway.ie

:

Website: <https://ihgalway.ie>

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