

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  
**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](mailto:magda@ihgalway.ie)  
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