

Job Specification

Department: Griffith Institute of Language (GIL)

Reporting to: Director of the International Office

Position: Manager

Griffith College has three campuses in Ireland, located in Cork, Dublin and Limerick with over 7,000 registered students. Griffith Institute of Language (GIL), which is ACELS accredited and a member of MEI, has over 1,500 students attending English Language courses each year.

Over the past couple of years, GIL has undergone significant development and has added a new product to its English Language portfolio. From September 2018, GIL will introduce its newly created English for Academic Purposes (EAP) syllabus (both Pre-Sessional and In-Sessional), which has been developed by the current Manager, along with a team of expert EAP practitioners from Ireland and the UK. The new Manager will be responsible for the implementation of this product and its future success, while also monitoring the quality standards of its General English Language Programmes.

In order to further achieve its mid and long-term goals, GIL is looking to recruit a new Manager who will need to be dynamic, pro-active, motivated and experienced. Applicants must have extensive experience of working within English Language Teaching (ELT) environment, with adults as the core learner. The ideal applicant will have extensive experience in planning and operations within the ELT sector and will also have a background knowledge of up-to-date EAP teaching and philosophy. A strong financial acumen is required along with high energy levels and excellent customer relationship skills. Highly developed interpersonal and leadership skills are essential in order to motivate those around them and to maintain a high quality of English Language provision. The Manager will manage a small team of administrators and line manage a team of academic managers and will need to be able to demonstrate experience in line management.

Main Responsibilities include the following and are not exhaustive:

Management

- Effectively manage Director of Studies in each campus to harmonise teaching plans, learner experience and academic provision
- Effectively manage a small team of International Student Service Coordinators making sure that the GIL admissions and accommodation procedures are efficient
- Manage the GIL budget for each campus

Teaching and Learning

- Working with the Director of Studies in each campus, ensure that academic management is of high quality;
 - English Language teachers are;
 - Fully qualified and experienced
 - Inducted correctly

- Monitored, observed and appraised, as appropriate
 - Provided with regular and meaningful CPD sessions and both external and internal training
- Learners are treated with respect and feedback is acted upon accordingly.
- Ensure the College's three campuses are fully ACELS compliant
 - Ensure classes are running at optimum capacity
 - Work with various College departments to ensure GIL is seen as an industry leader in providing EAP to learners
 - Establish effective relations with International Marketing Officers
 - Manage groups visits
 - Monitor the inclusion student Social activities

Public Relations

- Actively engage with industry bodies, e.g. MEI and ACELS

Product Development and Implementation

- Keep abreast of current EAP trends
- Implement a newly created EAP Year-Round Pre-Sessional EAP Programme
- Have overall responsibility for all EAP Programmes, with the assistance of the GIL team;
 - Syllabus implementation including assessment
 - Teacher induction

Material Development

- Continue to develop all EAP provision within the College and to lead the department forward in applying for BALEAP accreditation
- Encourage the use of Moodle within the department, in relation to the academic team and ensure that content is up-to-date

Salary

Commensurate with experience.

Hours of work are Monday to Friday 09:00-17:30 but must be willing to work additional hours, when required.