

**Basic terms and conditions**

<b>POST TITLE</b>	Assistant Director of Training (Interim – 1 year post)
<b>LOCATION</b>	IH London, Covent Garden, Central London
<b>ANNUAL SALARY</b>	£35,705 - £36,783
<b>ANNUAL LEAVE</b>	30 days + 8 days public holidays
<b>WEEKLY HOURS</b>	Full-time role: 80% academic management and 20% teacher training (to be worked in part-time blocks throughout the year)  35 hours per week, Mon – Fri, to be worked flexibly
<b>REPORTING TO</b>	Director of Training
<b>LINE MANAGER FOR</b>	<ul style="list-style-type: none"> <li>• Training Administrator(s)</li> <li>• Practice Lessons Administrator</li> <li>• Training Staff</li> </ul>
<b>PURPOSE OF JOB</b>	<ul style="list-style-type: none"> <li>• To oversee the academic and operational management of CELTA programmes</li> <li>• To assist the Director of Training with the operational and administrative management of the training department, ensuring high quality and profitable delivery of all training courses and services.</li> <li>• To assist the Director of Training with providing resources for and creating a culture of innovation and research leading to internal development and external recognition that enhances the reputation of International House London.</li> <li>• To work as part of the wider academic management team that is responsible for the management (planning &amp; quality control), and effective administration of all academic provision.</li> </ul>

## **Job Description**

### **Principal Responsibilities**

- 1) Assisting the Director of Training with the operational and administrative management of the department ensuring high quality and profitable delivery of all training courses and services.
- 2) Assisting the Director of Training with providing resources for and creating a culture of innovation and research leading to internal development and external recognition that enhances the reputation of International House London.
- 3) Managing resources, assuring quality and motivating staff to perform to the highest professional standards.
- 4) Arranging CPD for trainers via a series of CPD talks & workshops and the Future of Training Conference

### **Main Duties**

*The following represents a general outline only and is likely to be adapted to meet the changing needs of the School.*

- To manage the quality and delivery of all training courses – CELTA, Delta, short CPD courses and bespoke groups onsite, online and overseas
- To manage effectively all those contributing to the success of the department including overseeing the CPD programme for trainers
- To oversee the effective administration of the Training Department
- To oversee the effective running of a busy CELTA centre with f2f and online courses
- To assist Sales and Marketing in the production of tenders and acquisition of business for the department
- To seek, develop and maintain relationships with external bodies in order to explore and where appropriate establish collaborative projects
- To manage projects to meet the development targets of the department e.g. The Future of Training Conference
- To assist the Director of Training in all aspects of the management of the department
- To deputise, where appropriate, in the absence of the Director of Training with regard to all face to face, online and overseas training.

### **To manage, in collaboration with academic management team, the following:**

- Course delivery including cover arrangements across all departments.
- Staffing resources including timetabling, agreeing leave, reporting payroll, tracking and managing trainer work hours
- Educational and administrative staff support through induction, regular meetings, coaching, observation, provision of in-house development sessions or external training and conducting professional development interviews.
- Course participant, students and stakeholder relations including dealing with complaints, seeking and managing feedback, reporting, giving advice and guidance and dealing with exclusions.

- Quality control systems including internal and external audits and inspections.
- Support and collaborate on whole school projects.
- Any other appropriate duties that may be required

### **Person specification**

#### **The following skills and experience are essential:**

- Experienced ELT professional and Cambridge approved CELTA teacher trainer
- Ability to work effectively in a face to face and online environment
- Ability to manage administration effectively
- Excellent people management skills
- Excellent inter-personal and communication skills
- Ability to work flexibly and as part of a small team
- Confidence to take initiative and work autonomously
- Experience of educational management
- Excellent time management and ability to prioritise, whilst communicating actions to others
- Ability to organise and manage own workload
- Experience in developing systems and processes
- Confidence and competence working with computers and computer-based systems
- Enthusiasm and a 'can do' approach
- Ability to manage pressure and meet deadlines
- Excellent planning and organisational skills
- Excellent interpersonal skills with a client focused approach

#### **The following experience is desirable:**

- Experience of training on Cambridge DELTA courses
- Experience of managing a team remotely
- Qualified Cambridge assessor