
Staff Request Form**Academic Manager**

Start Date:

Contract Length: 18 months

Posts: 1

Part A1**Job Profile**

School IH Hanoi - Apollo Education and Training

Company name as on contract Apollo Education and Training (IH Hanoi)

Date of request June / July 2012

The Contract

Job title position Academic Manager

Number of posts 1

Length of contract 18 months

Contract dates

Start of contract: June/ July 2012

End of contract:

Arrival date: June / July 2012

Start of teaching: Within the first week of arrival

The Job

Apollo Education & Training (IH Hanoi) is looking for an Academic Manager to run the day-to-day operations of one of our centers in Hanoi. The successful candidate will have a strong background in both academics and management. Excellent administrative, communication, IT, and organizational skills are essential. Academic Managers work closely with Center Managers to open and oversee classes. They are also responsible for the teaching team, as well as the rest of the senior management team. A DELTA or equivalent is preferred, as well as previous experience in a management post. Responsibilities for this post include:

- Planning; Efficient and high quality implementation of strategic EFL plan for the center;
- Performance and development of EFL staff (senior staff, teachers, administrative staff, and teaching assistants);
- Budget management;
- Evaluation and reporting;
- Managing communication both within the EFL department and between EFL and other departments;
- Identifying opportunities to develop, improve, and add value to the center;
- Organizing workshops and meetings for teachers;
- Monitoring teachers and giving feedback;
- Teaching English classes.

Timetable information *anticipated number of teaching hours:*

Academic Managers are contracted to teach 130 hours per quarter, and are scheduled a five day working week, with two consecutive days off. Kindy classes run every day of the week, year round.

Young Learner classes take place predominantly during the weekend, except during summer when it expands to weekdays. There is an increasing number of off-site young learner classes during the week as well. Most adult teaching hours are in the evening, although some corporate teaching is during the day. Classes run from 7:30am to 9:45pm, 7 days a week, with mornings and evenings the most popular. Split shifts are inevitable, but we try to keep them to a minimum for individuals.

Other Notes:

Academic Managers are responsible for all aspects of the EFL programme, which includes classes, an extensive out of class activity programme, summer camps for YLs, testing services and fully equipped study centres. There is an in-house teacher development program, which teachers are contracted to take part in, as well as regular teacher meetings. We also run an extensive training and professional development program, including: o in-house bi-weekly training sessions; o in-house International House certification courses, such as the IHCYL (International House Certificate in Young Learners) and the IHBET (International House Business English Teaching); o access to online International House certification courses; o formal bi-annual professional development interviews

Types of classes - Young Learners

Juniors:

Teenagers:

Types of classes - Adults

General English:

Exam Classes:

Business English:

ESP:

Other relevant information *working hours, split-shift system, in-company or in school*

We offer teachers an interesting range of teaching opportunities, including Young Learner, Kindy, General English, Business English, IELTS and TOEFL preparation, and pronunciation courses. All of our teachers teach across a range of courses and Academic Managers need to have knowledge of or experience teaching in all areas. Most teaching is on-site, but there are some off-site classes as well.

Part A2

The Package

Contract <i>Is the contract local or with a UK or US company?</i>	Local Contract
Salary Currency <i>currency the salary will be paid in</i>	USD (will be paid in equivalence to VND)
Salary range (gross) <i>from Basic to Maximum salary, per month</i>	Competitive salary, depending on qualifications and experience
Total percentage of deductions to Gross salary	10- 15 %
Salary notes	
National Insurance <i>Does the school pay National Insurance contributions in the UK?</i>	Yes

<p>Healthcare <i>are teachers eligible for free state healthcare? If not, what alternative healthcare provisions are made for teachers?</i></p>	<p>Apollo contributes up to US\$825 per contract towards medical insurance. There are hospitals of international standard in Ha Noi and Ho Chi Minh City, but it is highly recommended that all teaching staff take out their own medical insurance, which should have a medevac element. (NB Medical reimbursements in Vietnam are considered taxable income)</p>
<p>Holiday Pay <i>what are the dates of the school's holidays during the academic year? Do teachers receive any days paid holiday in addition to these set holiday periods?</i></p>	<p>There are thirty (30) days paid annual leave and an additional fifteen (15) paid days off for national holidays. The normal period of general holiday is the Tet period, usually in Jan/Feb.</p>
<p>Travel <i>how much will the school pay towards flight expenses?</i></p>	<p>Teachers are reimbursed up to US\$750/ contract, paid at the end of the contract (receipts required).</p>
<p>Does the school contribute towards local travel costs?</p>	<p>Where a corporate client is based more than twenty minutes away from the school, travel costs or time will be paid</p>
<p>Accommodation <i>Does the school provide free accommodation? If so, what is included in this package (e.g. bills) and what must teachers pay extra? If accommodation is not provided, does the school help in finding accommodation? Is there a settling in allowance?</i></p>	<p>The school does not provide accommodation, but will help book accommodations, and offer further help to teachers on arrival.</p>
<p>Other benefits <i>are native language lessons provided for new teachers? If so, do teachers pay for these?</i></p>	<p>In Hanoi, free Vietnamese language lessons for Beginners are provided, as well as a Vietnamese-English CD and booklet.</p>
<p>Bonuses <i>is there an end of year bonus, or incentive scheme, or other benefits e.g. subsidised training courses?</i></p>	<p>Academic Managers are paid a competitive completion bonus based on performance. (NB Bonus is taxable income)</p>
<p>Work Visa <i>what is the process? What do teachers have to do? What does the school do?</i></p>	<p>All expatriate staff require a visa PLUS a work permit. Apollo applies for a business visa before the employee departs their current country of residence. Teachers are reimbursed for the cost of the visa (receipts required). All costs for Work Permit documents incurred in Vietnam are covered by Apollo (receipts required). Work Permit costs incurred outside Vietnam such as notarization of qualifications (primarily for US citizens) and the criminal background check are the employees' responsibility. Employees will need to provide originals of documents (TEFL certificate, university degree, and criminal background check) for notarization in Vietnam. A medical check (including blood test) done locally, is also required. Apollo will assist in getting this done and cover the associated costs.</p>

Part A3**School requirements**

Are CELTA, Trinity, IHC or equivalent acceptable qualifications? Yes, plus the Delta

Is post qualification experience essential? Yes

If so, how many years experience is required? 4

Any other skills or experience that is desirable for this post? Skills and experience required: -A relevant first degree -Cambridge RSA/Trinity Certificate -DELTA (preferable) or MA TESOL -Proven people and business management experience -Excellent communication, interpersonal, time management, and organisational skills -Flexibility and cultural awareness -Training and mentoring experience -Experience working in Asia and /or a developing country

Is it essential that candidates have a degree? Yes, for work permit purposes.
