

## GUIDANCE NOTES FOR ACADEMIC MANAGERS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Rationale</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>The <i>ELICOS Standards 2018</i> set out the requirements for the academic leadership of an ELICOS provider. In addition, NEAS Quality Principles augment these by providing a number of tasks to be undertaken by this pivotal Senior Leadership team member. These guidance notes set out core accountabilities to assist providers in understanding the nature of the academic leadership required.</li> <li>Please also find enclosed a sample <i>Academic Manager Job Description</i> and details of the <i>NEAS Endorsed Academic Manager Professional Development Program</i>.</li> </ul>                                                                                                                                                                                                                                                                                                        |
| <p style="text-align: center;"><b>ELICOS Standards 2018 - <a href="#">Standard P6 – ELICOS specialist staff</a></b></p> <p><i>Registered ELICOS providers must employ suitably qualified specialist staff and provide them with ongoing opportunities for professional development.</i></p> <p><i>Academic leadership of ELICOS</i></p> <p>P6.1 The registered ELICOS provider must have an academic management system that ensures:</p> <ol style="list-style-type: none"> <li>clear organisation-wide academic leadership of ELICOS</li> <li>a coordinated and effective approach to developing, implementing and reviewing curricula</li> <li>management of educational resources</li> <li>provision of guidance to teaching staff.</li> </ol> <p>P6.2 Senior academic leadership staff must hold a degree, suitable postgraduate TESOL qualification/s, and appropriate educational management and TESOL teaching experience or equivalent.</p> <p>P6.3 Senior academic leadership staff must maintain an up-to-date knowledge of significant developments in TESOL theory and practice.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Core Accountabilities</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>Clear ELICOS organisation-wide academic leadership.</li> <li>Maintain an up-to-date knowledge of significant developments in TESOL theory and practice.</li> <li>Recognise innovation and best practice.</li> </ul> <p><b>Curriculum and Assessment</b></p> <ul style="list-style-type: none"> <li>Overview of the implementation of the approved curriculum.</li> <li>Annual review of the curriculum, requiring collection and analysis of feedback from all stakeholders.</li> <li>Ensure teaching resources are up-to-date and fit for purpose for current student cohort and curriculum.</li> <li>Ensure assessment policies and procedures are appropriate and implemented.</li> <li>Develop and implement a benchmarking process where a course is accepted for direct entry to a tertiary course.</li> </ul> <p><b>Professional Development and Qualifications</b></p> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <ul style="list-style-type: none"> <li>• Coordinate a Professional Development Program for teaching staff which aligns with the college’s strategic goals and maintain a register of these activities.</li> <li>• Implement a coordinated teacher staff performance process which provides a structure for appraising performance, and developing and refining performance.</li> <li>• Ensure teaching staff have appropriate qualifications and experience for their classes.</li> <li>• Verify teachers’ qualifications.</li> </ul>                                            |
| <b>Important Considerations</b> | <ul style="list-style-type: none"> <li>• Any teaching load undertaken by the academic leader must take into consideration the core accountabilities above. Other tasks are allotted according to the Organisation Structure of the provider.</li> <li>• Given the diverse nature of providers of ELICOS programs, there is some flexibility in the way the academic leadership is organised. The role may be labelled in a different manner internally, however, an academic manager should oversee and/or coordinate the key tasks which require academic oversight.</li> </ul> |

## SAMPLE ACADEMIC MANAGER JOB DESCRIPTION

**Company:** New Wave College  
**Location:** Adelaide  
**Position:** Academic Manager

### Position Details

#### About the Role:

New Wave College is seeking an experienced Academic Manager to be an integral part of its senior management team.

This crucial role leads the development and delivery of New Wave College's English language programs, exercising strategic overview of the implementation of curriculum and assessment. The position also manages a structured Professional Development Program for teachers, which aligns with the College's strategic goals.

Reporting to the Director, the Academic Manager accomplishes the following core accountabilities:

- Clear organisation-wide academic leadership of ELICOS, maintaining an up-to-date knowledge of TESOL theory and practice in the pursuit of innovation and best practice;
- Review of ELICOS curriculum and assessment, using systematic collection and analysis of stakeholder feedback to enhance policies and procedures continuously; and
- Implementation of a coordinated teacher professional development and performance appraisal process that provides structure and inspiration for optimal staff achievement.

#### About you:

The successful candidate will demonstrate a commitment to innovation, outstanding achievement and strategic foresight.

The Academic Manager will draw on extensive experience in a similar role, as well as benefit from an impressive record of positive stakeholder engagement and outcomes.

The following [qualifications and experience](#) are essential:

- A recognised undergraduate degree;
- A TESOL qualification at postgraduate diploma level or above;
- A robust knowledge of and experience in English language teaching; and
- Experience in leading and managing people.

#### To Apply:

Please send your CV and cover letter, REF: Academic Manager to [hr@newwavecollege.com.au](mailto:hr@newwavecollege.com.au).

### NEAS ENDORSED ACADEMIC MANAGER PROFESSIONAL DEVELOPMENT PROGRAM

|                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Purpose</b></p>                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>This concept paper outlines the NEAS Endorsed Academic Manager Professional Development (PD) program, and includes the initiative's rationale, structure, entry requirements, and fees.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Rationale</b></p>                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>NEAS has identified a need to articulate an integrated PD program that is purpose designed to support NEAS Members in developing select ELT practitioners to assume senior management accountabilities as Academic Managers and Centre Directors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Program Structure</b></p> <ul style="list-style-type: none"> <li><i>Needs analysis</i></li> <li><i>In-person or virtual Management Workshops</i></li> </ul>                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>The program is segmented into two sections consisting of the following:             <ol style="list-style-type: none"> <li><b>Needs analysis</b> <ul style="list-style-type: none"> <li>NEAS requests the Centre to provide structured information on its current PD program.</li> <li>As part of the needs analysis, an in-person or virtual one-hour Management Meeting is also held.</li> <li>Output: A needs analysis report is developed for the Centre.</li> </ul> </li> <li><b>Two x two-hour Management Workshops</b> <ul style="list-style-type: none"> <li>These consist of live engagements, held in-person or virtually, on two separate occasions, approximately one week apart.</li> </ul> </li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Entry requirements and fees</b></p> <p><i>Choice of two routes:</i></p> <ul style="list-style-type: none"> <li><i>Master Practitioner; or RPL.</i></li> <li><i>Note: GST is added to the listed costs.</i></li> <li><b>Important:</b> <i>This cost model only applies for up to 3 trainees. A customised quote is provided to larger groups.</i></li> </ul> | <ul style="list-style-type: none"> <li>There are two entry pathways to the NEAS Endorsed Academic Manager PD Program:             <ol style="list-style-type: none"> <li><b>NEAS Master Practitioner</b> <ul style="list-style-type: none"> <li>Completion of seven Core Courses (free).</li> <li>Completion of one (of six) Specialisation Courses (\$19).</li> <li>Completion of Master Practitioner in ELT Capstone Course (\$299). <b>Total = \$318.</b></li> </ul> </li> <li><b>Recognition of Prior Learning (RPL)</b> <ul style="list-style-type: none"> <li>Evidence of 440 hours of English language teaching, which is equivalent to 44 CPD points.</li> <li>An Assessment of Qualifications is conducted by NEAS, reviewing the applicant's qualifications and work experience.</li> <li>Output: A Letter of Assessment is finalised. <b>Total = \$250.</b></li> </ul> </li> </ol> </li> <li><b>Other fees</b> <ul style="list-style-type: none"> <li>Needs analysis = <b>\$340.</b></li> <li>First two-hour Management Workshop = <b>\$680.</b></li> <li>Second two-hour Management Workshop = <b>\$680.</b></li> <li>Total other fees = <b>\$1700.</b></li> </ul> </li> </ul> |
| <p><b>Outcome</b></p>                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Participants successfully completing the Academic Manager PD program are awarded the NEAS Endorsed Academic Manager designation.</li> <li>Awardees are announced in NEAS media channels and at the next NEAS Management Conference.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |