

Role Definition

Position:

English Institute Manager

Line Manager:

Chief Financial Officer and Headmaster/SLT member

Place of Work:

The English Institute, Nicosia

Terms and Conditions:

Full-time contract (working hours: 38 hours per week; typically 10:00 am - 5:00 pm or 11:00 am - 6:00 pm, negotiable)

Scale: A8-A10-A11

In addition to the base salary, the employee will be eligible for a performance-based bonus. This bonus is evaluated against clearly defined Key Performance Indicators (KPIs) and institutional targets, with the first assessment conducted at the completion of the second year of employment. Further details on eligibility criteria and assessment metrics will be outlined during onboarding.

Description:

The English School seeks a qualified English Institute Manager to provide visionary leadership and strategic oversight. The English Institute operates under the School's guidance to deliver outstanding supplementary education including language programs, sports activities, music, drama, IELTS preparation, computer coding, and more. This broad educational offering reflects the School's values of academic excellence, inclusivity, and integrity.

This senior role demands an innovative educational leader committed to enhancing teaching practices and maintaining the School's tradition of excellence. Responsibilities encompass strategic planning, programme development, staff management, operational oversight, and achievement of incentive-driven KPIs.

General Duties:

Strategy and Business Development:

- Develop and implement the Institute's vision aligned with The English School's mission, ensuring academic excellence and continuous improvement.
- Establish and nurture strategic partnerships to extend the Institute's reach, enhance educational offerings, reputation, and profitability.

Academic Oversight:

- Manage course planning and delivery, ensuring exceptional teaching quality and optimal class scheduling.
- Collaborate with Heads of Section to innovate educational practices through modern methodologies and technology integration.
- Regularly monitor student progress and exam outcomes, implementing strategies for consistent improvement and academic success.

Compliance and Values:

- Ensure all Institute activities reflect The English School's ethos, policies, and standards.
- Maintain rigorous safeguarding and child protection standards, promoting a respectful and inclusive learning environment.
- Communicate professionally with students, parents, and staff, ensuring high satisfaction and engagement.

Staff and Operational Oversight:

- Recruit, train, and manage teaching staff, providing instructional leadership, mentorship, and regular performance evaluations.
- Oversee daily operational management including budgeting, receivables, resource allocation, and scheduling.
- Develop and enforce operational policies and procedures for increased efficiency and effectiveness.

Key Performance Indicators (KPIs):

- **Enrolment & Retention:** Achieve enrolment targets with high course retention rates.
- **Academic Achievement:** Maintain excellent student success rates and demonstrate continuous improvement in language proficiency.
- **Student/Parent Satisfaction:** Achieve high satisfaction ratings and positive feedback regarding educational quality and overall experience.
- **Staff Development & Retention:** Ensure low instructor turnover and high staff satisfaction through effective professional development.
- **Operational Efficiency:** Maintain operational efficiency and effective resource management within budget.
- **Programme Development:** Successfully introduce innovative and responsive courses annually to meet student needs.

Minimum Qualification Requirements:

- Bachelor's degree in Education, Business Management, or related field (Master's preferred).

- Demonstrable success in educational management, programme oversight, staff leadership, and budget management.
- Strong leadership and team management capabilities to inspire high performance.
- Exceptional organizational, planning, and problem-solving skills.
- Excellent communication and interpersonal skills, fluent in English (Greek advantageous).
- Proven ability to implement innovative educational initiatives or technologies.
- High integrity, professionalism, dedication, and commitment to the mission and ethos of The English School and Institute.

Non-limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies and following consultations with the post holder.