



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION ACADEMIC CO-ORDINATOR

Job Element	Detail
Job Title:	Academic Co-ordinator
Reporting to:	Chief Education Officer and Director of Studies
Working with:	All students, parents, agents and the academic team.
Start Date:	ASAP
Department/Location:	Academic Department Oxford International College 1 London Place Oxford OX4 1BD
Nature and Scope of the role:	Academic <ul style="list-style-type: none">✓ The tasks for this department are mainly administrative although responsibility for some projects will evolve over time✓ To help the department continue to achieve quality and help to improve area where required✓ To promote the guiding principles of the college – integrity, positively, respect, compassion and service
Main Purposes:	To provide administrative and personal assistant support for the Chief Education Officer and Director of Studies. <ul style="list-style-type: none">✓ Organising and scheduling meetings and coordinating the related logistics and information required✓ Scheduling student sessions and keeping accurate records✓ Collating feedback and information as required and preparing reports

	<ul style="list-style-type: none"> ✓ To provide administrative and personal assistant support ✓ Providing effective diary management ✓ To support with student tracking and requirements needed ✓ Academic is all lessons and activities that take place at the college ✓ Responsible for the college overall calendar ✓ Assisting in the planning, running, and execution of varied tasks, programmes and events ✓ Working with the Director of Studies to monitor university offers. ✓ Working with Director of Studies on ensuring UCAS and other universities applications are completed by deadlines ✓ Keeping track of student academic and university destination profiling - this includes maintaining records that show each student's performance in university admission tests ✓ Support with timetabling & arranging revision and support classes <ul style="list-style-type: none"> ✓ Lunch cover for reception on a rota basis ✓ The tasks for this department are mainly administrative although responsibility for some projects will be included and evolve over time.
<p>Child Protection, Discipline, Health & Safety</p>	<ul style="list-style-type: none"> ✓ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. ✓ To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. ✓ To liaise with the designated Child Protection Manager (Mrs Kim Terrar) if a concern arises. ✓ To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.
<p>Critical Success Factors</p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> ✓ Thorough and meticulous with a keen eye for detail. ✓ IT literate. ✓ Have excellent communication skills at all levels. ✓ Responsive in a timely manner to email communication. ✓ Able to create a welcoming and friendly environment whilst at the same time working efficiently. ✓ Someone with strong a sense of humour, flexibility, patience and creativity.
<p>Guiding Principles</p>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> ✓ Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. ✓ We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. ✓ The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.

Holiday	21 days per annum + public holidays
Hours of work	30 hours per week. 9:00-16:00 (with an hour for lunch).
Salary & Benefits	£23,110 College Pension

The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.

Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.