



*Academy*

INTERNATIONAL  
BOARDING SCHOOLS

# **CANDIDATE BRIEF FOR THE POSITION OF PATHWAY MANAGER**

FOR AUGUST 2018





## Candidate brief for the position of Pathway Manager

We are now seeking to appoint a proactive and approachable individual to the role of Pathway Manager at EF Academy Oxford. Established in 2008, EF Academy Oxford is a thriving international boarding school offering A Levels and the IB Diploma. Reporting to the Deputy Head (Pastoral), the successful applicant will help ensure the successful personal and academic development of around 85 students by meeting regularly and frequently with them individually and collectively. The successful applicant will encourage and support students' endeavours, and celebrate their successes. S/he will carefully guide students' choices and strive to promote their happiness, well-being, and welfare. This is a tremendously rewarding non-teaching role.

The successful candidate will be a good-humoured and practical self-starter with experience of highly effective pastoral care in a school environment. S/he will possess the global outlook and sensitivity to inspire the School's multi-national student body, together with excellent listening, communication, and organisational skills. Flexible and energetic, s/he will also possess the strategic ability to contribute to the development of the School's pastoral processes to support further growth at the School, and to contribute more widely to the continued success of EF.

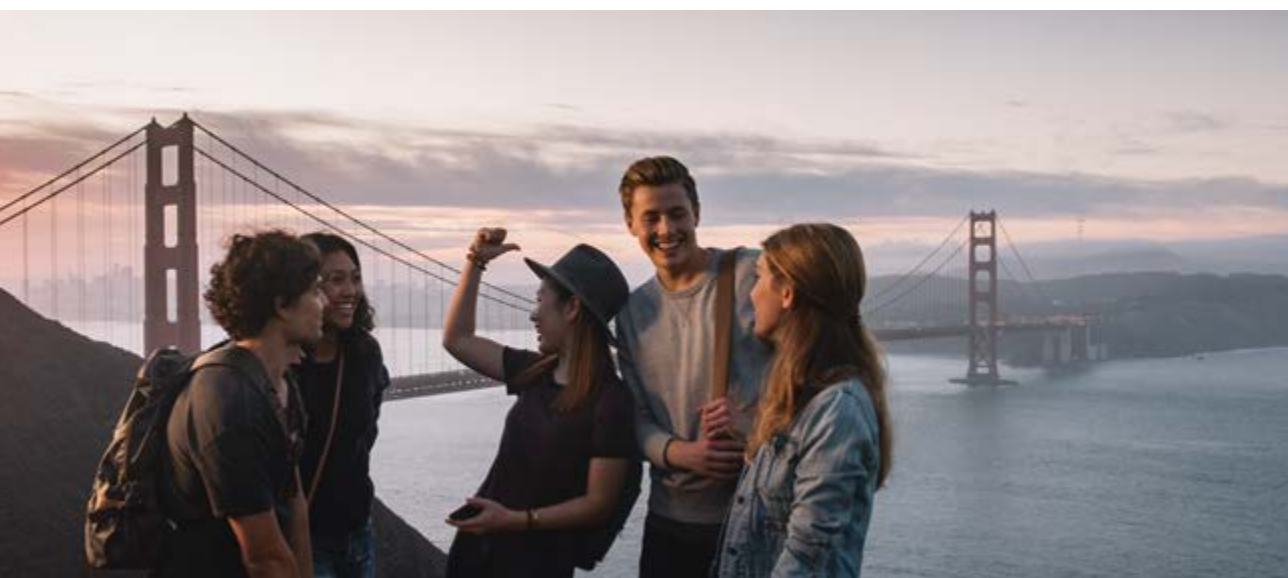
Education First (EF) is one of the largest international education companies in the world. Highly innovative and entrepreneurial, we operate at the leading edge of international education, offering a diverse range of academic and English language programmes, educational travel opportunities and cultural exchanges. A dynamic, rapidly growing organisation, we need outstanding leaders and managers to help us 'open the world through education' and achieve our goals.



# An Introduction to Education First (EF)

Education First (EF) was founded in 1965 by entrepreneur Bertil Hult. EF is a privately-held company with 15 divisions that offer a range of educational programmes from language training, educational travel and academic degrees to cultural exchanges. With a mission to open the world through education, EF has helped people of all ages and nationalities become citizens of the world.

EF is truly global and operates 500 schools and offices in over 52 countries. EF's global network includes 16,000 full-time office staff, 5,000 full-time faculty and 16,000 part-time teachers, leaders and tour directors. To date, EF has helped over 15 million people to learn a new language, discover the world or earn an academic degree.





# About EF Academy

EF Academy is the newest brand within the EF business. Established in 2005, EF Academy now has three campus locations: Oxford, Torbay and New York, with a further campus planned to open in California. Providing a first-class high-school education, EF Academy helps students enter the best universities at home or abroad. EF Academy's placements and results are testament to the quality of the educational provision. All EF Academy students who successfully complete university preparation programmes are guaranteed acceptance to a university degree programme, and EF students regularly secure places at some of the world's most prestigious institutions. The School is non-selective and has a wide academic ability range.

## CURRICULUM

EF Academy offers A-Level, IGCSE, International Baccalaureate Diploma Programmes and North American high school grades 9-12 for international students. In addition, EF Academies run an exclusive global curriculum. This provides all EF Academy students, regardless of the programme they follow, with a concrete set of global competencies to prepare them for a successful international future. These are developed through language courses, visits to other countries, educational travel and meaningful cultural exchanges.

## TEACHING AND LEARNING

Over 90 per cent of the EF Academy combined faculties hold a Masters degree or PhD and over 45 languages are spoken. Teaching is highly interactive and participatory, and the average student to teacher ratio is 15:1. Students are actively encouraged to be inquisitive and curious, to ask questions and to challenge the status quo. There is a firm belief that this strengthens their confidence. Similarly, all students are encouraged to embrace the diversity of nationalities and cultures represented in the classroom in order to broaden their learning capabilities.



NEW YORK, U.S.



TORBAY, UK

## Other Campus Locations

### EF ACADEMY TORBAY

The EF Academy Torbay campus is situated in a modern-day castle on a hill overlooking the town of Torquay. In 2012, the campus opened new state-of-the-art facilities with multimedia classrooms, a technology centre, interactive science labs, art studios, a student lounge and study areas.

The Academy offers IGCSE, International Baccalaureate Diploma Programs and A Level programmes. Leavers have gone on to achieve success at universities such as University of Cambridge, the London School of Economics and Political Science, University of St. Andrews and Imperial College London.

### EF ACADEMY NEW YORK

The EF Academy New York campus is located in Thornwood just 40 minutes by train to downtown New York. It offers 100 acres of landscaped grounds, running trails, and playing fields as well as unparalleled educational facilities.

The Academy offers IGCSE, International Baccalaureate Diploma and U.S. High School Diploma courses. Leavers have successfully gone on to universities such as Harvard University, Columbia University, University of Chicago, Dartmouth College and Washington University in St. Louis.





## EF Academy Oxford

EF Academy Oxford opened in 2008 and is a thriving international boarding school in the heart of one of the world's greatest university cities. The Academy provides its students with a contemporary learning experience, blended with Britain's academic traditions for the ultimate pre-University experience that will position them for success in the globalised 21st century.

The Academy has grown considerably since its creation and there are now c.170 students on roll from over 40 different countries. International Baccalaureate Diploma Programs and A Level programmes are offered to students aged 16 to 19. Leavers have gone on to such universities as Oxford, UCL, Imperial, and Warwick in the UK, and Chicago and UCLA in the US.

EF Academy Oxford's strategic priorities are: high academic achievement; an ambitious programme of academic enrichment that supports students' particular university pathways; high-quality personalised academic support and pastoral care; an ambitious programme for students' wider personal development.

EF Academy Oxford is situated a 20-minute walk from the centre of Oxford and is spread over two campuses separated by a 5-minute walk down Pullen's Lane, a one-lane road in a quiet residential neighbourhood. Students learn in modern facilities including multimedia classrooms, science laboratories, and several student lounge areas. The Academy also shares some educational and leisure facilities with the adjacent EF International Language Centres campus. Students can also use the sports and library facilities of nearby Oxford Brookes University.

Students have a choice between living in residence or with a nearby host family. Over 80% of the current student population live on campus under the care of dedicated boarding staff.

The successful candidate will contribute to an exciting phase of growth and development. EF will build on the existing platform of success and expand the Academy. The School has secured planning permission to modernise further and grow the campus by consolidating its operations on its beautiful site at Cotuit Hall. The Pathway Manager will play a key role in shaping the distinctiveness of the School's approach to pastoral care.



## ROLE DESCRIPTION

There are two Pathway Managers, both of whom are accountable to the Deputy Head (Pastoral), for pastoral care of students at EF Academy Oxford. This role is designed to be one of the principal ways of joining up the academic, pastoral, and co-curricular experiences for each student and securing each student's entitlement to the range of opportunities for personal development on offer in and outside the school. The Pathway Manager is the key facilitator and champion of "the student experience" in all its aspects and detail. The student caseload will be around 85.

The Pathway Manager should aim to know everything about each student in their care, and works in the best interests of each student with a range of other staff, parents, Admissions offices, and outside agencies. S/he will need to be able to gather, assimilate, and filter and/or disseminate large amounts of sensitive information and ensure colleagues act on it in the best interests of the student, both through ICT systems and in person, and chiefly by her or his personal authority.

The Pathway Manager will also deal extensively with global sales/admissions offices and with the central offices in Zurich. The Pathway Manager is a key representative of the school, and travel to markets as the school's ambassador and champion is likely to be required.



## MAIN DUTIES AND RESPONSIBILITIES

The post holder has responsibility for ensuring the management and delivery of three core areas that will support students' success throughout their time at school:

1. Their overall well-being and welfare while they are away from their parents, including guiding students towards making safe choices while in school and during their free time
2. Their knowledge and use of the full range of support and opportunities for academic and personal development that the school has to offer
3. Their pursuit of the best possible university destination(s) and their preparation for independent, lifelong learning.

In order to achieve this, the post holder will:

- Develop a caring, professional rapport with all students in their care
- Have detailed knowledge of students' pastoral progress through school
- Ensure that high expectations are met, working as a team to address any perceived shortfall thereof
- Make and maintain excellent links between the school, parents and sales/admissions offices, being the primary point of contact throughout a student's time at the school
- Understand and support the unique setting of an international boarding school
- Contribute to the on-going commercial success of the school through promoting the achievements of students and the school mechanisms that facilitate them

### Caring, professional rapport

The post holder is responsible for becoming the central figure of guidance and support to the students in their care through:

- Establishing personal relationships with students based on a mutual trust and respect as well as a shared knowledge of the best interests of each student

- Holding a 1:1 meeting with each student at least every 3 weeks and reporting positive news on each student's general progress to parents (or a concern, if appropriate, together with a suggested plan to address this concern)
- Knowing their students' strengths, interests and limitations; providing guidance as to a full, balanced and personalised programme of activities and enrichment opportunities outside the classroom
- Being suitably trained in safeguarding practices, the post holder will play a key role in ensuring that colleagues understand the importance of a school-wide culture that places at all times the safety and wellbeing of students at the forefront of their duties
- Holding regular, collective student meetings to disseminate key information and form a sense of a collective identity
- Maintaining a genuine interest in the wider school lives of each student, including supporting their participation in co-curricular and school events
- The post-holder will attend all relevant staff meetings, assist with tours and special requests

### Pastoral progress

The post holder is responsible for having oversight of the welfare aspects of their students' life in school through:

- Close liaison with teaching, activities and boarding staff to form an up-to-date picture of student development in all areas of school life
- Maintaining a continuous and on-going overview of the academic progress of students (individually and in groups) and supporting Academic Tutors and teaching staff in addressing persistent and/or widespread areas of underperformance when they occur
- Helping to instil in students a sense of the importance of exacting academic routines and behaviours



- Promoting community-mindedness and global awareness
- Managing interventions where necessary to ensure that students make the most of a wide range of extra-curricular and academic extension opportunities, especially those that relate to students' university pathways
- Producing reports that reflect a holistic and personal knowledge of their students and which communicate recommendations related to individual students' intended goals

### High expectations

The post holder is responsible for ongoing support of the ambitious aims that students are expected to work towards through:

- Close liaison with the UK Director of University Guidance to ensure that extra-curricular choices help facilitate students' long-term goals
- Close liaison with the Academic Tutors and House Parents (and the Assistant Heads as required), to help ensure that academic and pastoral interventions are timely and effective
- Communicating as necessary, and in coordination with the Assistant Heads, with parents and sales/admissions offices where student efforts will not lead to successful or expected outcomes
- Managing student and parent expectations so that they are realistic while pursuing the best possible results

### Primary point of contact

The post holder will be the central figure for parental and sales/admissions enquiries throughout a student's time at the school through:

- Early, proactive, and frequent contact with home and sales/admissions offices
- Clear identification of the three core areas that they will deliver for each student
- Regular updates to parents and sales offices detailing progress, celebrating successes and communicating any concerns together with a plan

for addressing these concerns

- Responding swiftly and professionally (in line with school guidelines) to any parental or sales requests regarding any student in their care

### International Boarding

The post holder is responsible for contributing to students' personal development within the context of a boarding school setting. This will include:

- Promoting the successful integration of students from diverse nationalities into a cohesive student body
- Being suitably trained in regulatory requirements and best practice for boarding schools
- Supporting at events outside of the school day and at weekends where necessary or as agreed with the Deputy Head to ensure high-quality Pathway Manager provision for students
- Holding the Pathway Manager/Senior Emergency phone on rota

### Commercial success

The post holder is responsible for contributing to the on-going commercial success of the school through active promotion of the successes that students enjoy during their time at the school, including:

- Making informal reports to parents and sales/admissions offices highlighting successes of any size
- Preparing articles if required for publication that focus on student successes
- Being available for regular discussions with EF Academy colleagues around the world and to retain a focus on establishing and fostering these relationships
- Maintaining a proactive approach to retaining students through ensuring they feel supported and best advised through collaboration with parents and EF Academy staff in school and offices
- If required, visiting markets around the world to speak directly to parents, students and colleagues to promote EF Academy and the school



The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Deputy Head (Pastoral) in the light of those changing requirements and in consultation with the post holder. The performance of the post-holder is formatively reviewed over the year as part of the school's performance management process.

The post holder is expected to meet with students regularly and to take an active and on-going professional interest in the lives of our students. As a result of this commitment the post holder can expect the full-time contract to allow for flexible working patterns, including some evenings and weekends as required. S/he will be willing to undertake any related task as may reasonably be requested by the Deputy Head (Pastoral).

### Person specification

- Committed to the all-round ethos of an international boarding-school environment, with an emphasis on customer satisfaction; willing to work hard with energy and enthusiasm
- Champion of the entire student experience, and determined to ensure that each student makes the most out of their time at EF Academy Oxford
- Knowledge of drivers and barriers to academic success in an international school setting
- Passionate about the care of students, and with the confidence, sensitivity, and presence to effect major cultural change in the school's approach to pastoral care
- Ideally, evidence of implementing strategies that have positively impacted pastoral care in an educational setting
- Approachable, and quickly earns the respect of colleagues, students, parents, and Admissions Offices
- Able to process diverse and complex information, verbal and written, and synthesise, filter, and disseminate as necessary
- Innovative, flexible, dynamic, dependable and calm; strong listening, decision-making and problem-solving skills; shows initiative; treats people equally and sensitively; shares knowledge and best practice; ensure confidentiality where required; works effectively with other people by being self-aware; can handle challenging situations if they arise
- Able to assimilate regulatory requirements (e.g. risk assessments, Safeguarding, Health & Safety, Children's Act, UKVI Tier 4 VISA) and ensure they are implemented, with appropriate systems and checks; ability to maintain accurate and succinct records
- Positive, proactive, confident, quick to find solutions and opportunities; quick at working out the best intervention strategy or strategies in a given situation, and quick to implement and evaluate its/their success and come up with further strategies as necessary
- Able to identify general patterns of behaviour/incident/occurrence and interpret their significance, and suggest an appropriate response if any
- Totally dependable, especially in challenging situations; responds quickly and effectively to a range of requests
- Tact, sensitivity, diplomacy, and good judgment are all a necessary part of the role
- Excellent communication and ICT skills
- Excellent organisational, administrative, and interpersonal skills; able to motivate staff and students, and develop excellent working relationships.
- Able to work well in an international environment and communicate appropriately and tactfully with a wide range of stakeholders



### Salary and pension

- £30,000 per annum
- EF has a stakeholder pension
- Meals in term-time and are also provided

### Working hours

- The normal working week is 40 hours with 2 days off per week in term-time
- There may be times when flexibility is required and this number of hours may be exceeded in term-time if necessary
- Some working from home when the school is not in session may be possible (to be agreed with line manager)

### Holidays

- 30 days, excluding Bank holidays
- Please note: you may be required to work Bank holidays in term-time and claim these back as days in lieu
- As a member of the pastoral team and primary contact for students, you will be expected to take holidays (to be agreed with line manager) when the school is not in session

### Contract

- Permanent, subject to satisfactory probationary period of two term
- Notice period: one term

### Training

- Commitment to ongoing training pertinent to the role (Safeguarding, DSL, Health and Safety, etc.)

### Pre-employment checks

- Applicants must be able to provide evidence of having the right to live and work in the UK and be prepared to undergo an enhanced DBS check.

### Applications

- Applicants should complete the application form for a Non-Teaching position and send a covering letter to the Office Manager Nelli.Janneler@ef.com, addressed to the Head of School, Dr Paul Ellis



## Learn more about EF Academy



STORIES FROM STUDENTS AND FACULTY:  
[WWW.EF.COM/ACADEMY/TESTIMONIALS](http://WWW.EF.COM/ACADEMY/TESTIMONIALS)



[EFACADEMYBLOG.EF.COM/BLOG](http://EFACADEMYBLOG.EF.COM/BLOG)



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