

Job Description: Head of the English Language Academy

Position Overview:

The Head of the English Language Academy is responsible for overseeing the implementation and development of the English Language Learning programme across our schools within Malaysia. This role involves designing, coordinating, and evaluating strategies and initiatives to support the language development and academic success of students with no or limited English proficiency. The Head of the English Language Academy collaborates with the Director of Academic Quality, school leaders, teachers, and other stakeholders to ensure effective and differentiated English Language instruction and support services are provided, through an inclusive and supportive environment. This role will involve some travelling within Malaysia.

Key Responsibilities:

Programme Leadership:

- Develop and implement a comprehensive English Language Learning programme that aligns with the organization's goals, policies, and standards.
- Provide leadership, guidance, and support to ELL/EAL teachers and staff across multiple schools.
- Establish and communicate a clear vision and objectives for the programme.
- Collaborate with school leaders, Director of Academic Quality, and community partners to promote the importance of English language learning.

Curriculum Development:

- Design and update the English Language Learning curriculum, ensuring it is aligned with language proficiency standards and instructional best practices.
- Develop instructional materials, resources, and assessments that cater to the diverse needs of ELL/EAL students.
- Monitor and evaluate the effectiveness of the curriculum and make adjustments as necessary.

Professional Development:

- Plan and deliver professional development opportunities for ELL/EAL teachers to enhance their instructional practices and support strategies.
- Stay updated on current research, methodologies, and trends in ELL/EAL education and share relevant information with staff.

Programme Evaluation and Assessment:

- Establish a system for ongoing assessment and monitoring of ELL/EAL students' progress.
- Analyse assessment data and provide feedback to teachers and school leaders to inform instructional decisions and interventions.
- Conduct programme evaluations to measure the effectiveness and impact of the ELL/EAL programme.

Collaboration and Communication:

- Foster strong partnerships and effective communication channels with school leaders, teachers, parents, and community stakeholders.

- Collaborate with mainstream classroom teachers to support the integration of EAL students into the general curriculum.
- Advocate for ELL/EAL students' needs and promote cultural sensitivity and awareness within the organization.

Marketing and Student Enrolment:

- Collaborate with the marketing team to develop strategies to enhance the value proposition of the ELL programme and effectively promote its benefits to prospective students, their families and wider communities.
- Provide input and insights to the marketing team regarding the unique features, strengths, and outcomes of the ELL programme.
- Participate in marketing initiatives, such as open days, school fairs, and community events, to showcase the ELL programme and attract prospective students.
- Support the marketing team in creating compelling marketing stories and materials, including brochures, website content, and social media campaigns, to highlight the value of the ELL programme.
- Collaborate with admissions personnel to streamline the enrolment process for ELL students and ensure their smooth transition into the programme.

Qualifications:

- Bachelor's degree in Education, TESOL, or a related field. A Master's degree is preferred.
- Extensive experience in ELL/EAL instruction and programme management, preferably across multiple schools or educational institutions.
- In-depth knowledge of language acquisition theories, ELL/EAL instructional methodologies, and assessment strategies.
- Familiarity International ELL standards and frameworks.
- Strong leadership and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Excellent communication and presentation skills.
- Demonstrated ability to design and deliver professional development for teachers.
- Analytical and problem-solving skills, with a data-driven approach to programme evaluation and improvement.