

JOB DESCRIPTION – Academic Programmes Manager (Short Courses)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer

JOB SPECIFICATION	
Title of Post	Academic Programmes Manager
Purpose of Role	To lead the design, development and quality assurance of the academic programmes delivered through the Short Courses division, ensuring provision is academically rigorous, responds to market demand, is operationally deliverable and is aligned to the strategic objectives of St Clare's. The postholder will oversee the academic delivery of Short Courses throughout the year, particularly during the peak operational period of the summer. They will lead programme development across multiple disciplines, manage teaching staff and work closely with internal and external stakeholders to create innovative educational experiences.
Reporting Structure	The Academic Programmes Manager reports to the Director of Summer Schools and Short Courses. The postholder will line manage seasonal academic managers, teachers and other academic colleagues as appropriate.
Key Responsibilities	Academic Leadership • Lead the academic planning and delivery of all Short Courses through collaboration with key stakeholders ensuring content of programmes is of the highest quality • Ensure academic provision meets the standards expected of St Clare's Oxford and its accrediting bodies (including the British Council) • Develop and maintain academic quality assurance processes through observations and feedback analysis • Monitor and evaluate programme effectiveness and student outcomes. • Ensure all programmes remain aligned with educational objectives and regulatory requirements • Advise the Director of Summer Schools and Short Courses on academic strategy and programme development opportunities Curriculum & Programme Development • Design and develop Short Course programmes • Review existing programmes and identify opportunities for enhancement and diversification • Work with the IB World School, Careers department, the International College and other external specialists to develop market leading multidisciplinary programmes. • Ensure programmes combine English language development with subject-specific learning where appropriate • Support the integration of employability, leadership and future-skills development into programme design • Develop academic models that support future commercial growth opportunities Teacher Recruitment & Management • Lead the recruitment, selection and appointment of teaching staff • Develop and maintain a pool of suitably qualified teaching staff • Manage and support academic managers, teachers and specialist contributors

	• Conduct observations, reviews and performance management activities where required • Identify and coordinate staff development opportunities including planning a weekly CPD session during the summer season Summer School Academic Operations • Lead academic planning for Summer School • Develop teaching schedules and staffing plans • Ensure academic operations are effectively coordinated with wider operational planning • Support seasonal Academic Managers responsible for programme delivery • Monitor academic delivery throughout programme operation Partnership & Stakeholder Engagement • Work collaboratively with colleagues across the College to support programme delivery and development • Build positive and productive working relationships with academic departments and subject specialists • Support academic discussions with external partners where required • Contribute to the development of collaborative programmes with partner organisations Programme Evaluation & Improvement • Analyse student and partner feedback • Produce recommendations for programme improvements • Monitor emerging trends in education, technology and short-course provision • Contribute to the continuous development of the Short Courses Division Whilst every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Academic Programmes Manager may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.
PERSON SPECIFICATION The successful candidate will have demonstrated the following essential or desirable skills and experience:	
Education and qualifications	Essential • Educated to degree level or equivalent professional experience in education, international education, English language teaching, further education or higher education • Relevant professional qualification in teaching, English language teaching (e.g. TEFLQ), training, educational leadership or a related field Desirable • Master's degree or equivalent postgraduate qualification in Education, Applied Linguistics, Educational Leadership, Curriculum Design, a subject discipline or a related field • Qualification and/or experience in curriculum design, programme development, educational quality assurance or academic management
Knowledge, skills, and experience	Essential • Experience of developing, coordinating or managing academic programmes • Experience of working with academic colleagues, teachers or subject specialists • Experience of maintaining academic quality and educational standards • Strong understanding of curriculum design and programme development

	• Excellent written and verbal communication skills, including the ability to engage confidently with senior academics • Experience of working collaboratively across departments and functions • Strong organisational, planning and project management skills • Ability to balance academic quality with operational and commercial considerations • Possess a thorough understanding of child protection and safeguarding issues Desirable • Experience within international education • Experience of English language teaching and/or university preparation programmes • Experience of partnership working with schools, universities or other educational institutions • Experience of short-course, summer school or non-standard educational provision. • Understanding of the International Baccalaureate • Experience of managing educational change or introducing new programmes • Experience of academic staffing or workforce planning
Personal skills and attributes	Essential • Credible and confident when working with academic professionals and senior stakeholders • Able to influence and build relationships across a complex organisation • Collaborative and collegiate approach to working • Innovative and willing to develop new educational opportunities • Strong attention to detail and commitment to quality • Self-motivated and able to manage competing priorities • Solution-focused with strong problem-solving skills • Commitment to the educational values and mission of St Clare's • A commitment to equal opportunities and inclusion • A commitment to the principles and practice of keeping children safe in education Desirable • Entrepreneurial mindset and interest in educational innovation • Enthusiasm for developing international partnerships • Interest in the strategic growth of educational programmes
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent contract starting as soon as possible and by early January 2027 at the latest
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	35 hours per week, within college hours of Monday to Friday 08.30 to 18.30, with a one-hour unpaid lunchbreak. Actual hours to be agreed with the Director of Summer School and Short Courses. The role forms part of the management team of a year-round educational operation, including a substantial Summer School. As such, flexibility is required and the postholder will be expected to work additional hours, including evenings and weekends, during key operational periods, particularly between June and August. Staff are expected to manage their working time flexibly throughout the year, recognising that periods of intensive operational activity are balanced by opportunities to take accrued time off in lieu during quieter periods, subject to operational requirements.

Probationary Period	Three months
Notice Period	Three months' notice after successful completion of the probationary period
Salary / Pay	Salary range to £45,000 per annum depending on experience
Holidays	29 days' annual holiday entitlement, plus bank and public holidays. The College is closed annually between Christmas and New Year, and the Academic Programmes Manager will be required to book holiday during this period. Some bank holiday working will be required where bank holidays fall during term time for which time off in lieu (TOIL) will be granted.
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee contributions above 5% may be made, but do not attract a matching contribution from the employer.
Other Benefits	• A free lunch is provided in the College dining hall on working days and when students are in residence • Season ticket loan • Cycle to work scheme • Pension salary exchange • Life assurance • Subsidised gym membership • Employee assistance programme (EAP)

REFERENCES AND PRE-EMPLOYMENT CHECKS

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police and DBS checks	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
	HOW TO APPLY

Applications	Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/ib-staff-vacancies-portal CVs will only be accepted if accompanied by a St Clare's application form.
Contact us	Email: recruitment@stclares.ac.uk Telephone: 01865 552031
Deadline for applications	This role will close at 9am on Monday 2nd November 2026 Earlier applications are welcomed, and the College reserves the right to shortlist and conduct interviews when a suitable field is available.
Selection Process	Interviews will be held the week beginning Monday 9th November 2026. Applicants will be asked to prepare and deliver a presentation. There will be an opportunity to look around the College and meet other colleagues while attending the interview.