



**Challenge yourself and gain hands-on experience this Summer 2021!**

**ES Dubai is looking for a number of Academic Coordinators to join our vibrant and diverse team.**

<b>Academic Coordinator: Summer Camps – Job Specification</b>	
<b>Position description</b>	Academic Coordinator – Summer Camps
<b>Duration</b>	July – August 2021 (8 weeks)
<b>Reports to</b>	Centre Manager
<b>Employment Type</b>	<ul style="list-style-type: none"><li>• 8 weeks contract</li><li>• Sunday – Thursday</li><li>• ES Dubai to arrange visa on arrival</li></ul>
<b>Qualifications</b>	CELTA Qualified
<b>Experience and skills</b>	<ul style="list-style-type: none"><li>• International experience working with people from different cultures would be beneficial</li><li>• Must be bold, confident and charismatic</li><li>• Experience in a supportive and directive role</li><li>• Excellent interpersonal and communication skills</li><li>• Exceptional organizational skills, with strong attention to detail and the ability to multi-task</li><li>• Positive and professional attitude</li><li>• Management knowledge and experience is an advantage</li><li>• Experience using interactive classroom whiteboards</li><li>• ESL Summer experience is desirable</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure the quality of our academic provision to build students' confidence in using the English language in the classroom and beyond.</li><li>• Support the teachers with their lesson planning</li><li>• Track and monitor attendance</li><li>• Ensure the academic facilities and materials are in good condition</li><li>• Be the academic face of the school visible to and available for students</li><li>• Work together with the Site Manager to ensure that the teams are working together to deliver high quality lessons to students</li></ul>
<b>Remuneration</b>	<ul style="list-style-type: none"><li>• 8-weeks paid accommodation will be provided</li><li>• Transport between the training institution and the residence will be provided</li><li>• Meals will be for own cost</li><li>• Competitive tax-free salary – AED 15000 per/month</li></ul>