



JOB DESCRIPTION

Job Title:	EP Younger Learner Academy (YLA) Product and Operations Manager
Reports to Title:	Global Director - YLA
Business Function:	Younger Learner Academy
Location:	Paris, France

ABOUT ENGLISH PATH:

English Path is a growing and leading education company specialising in language education, university preparation and programmes for young learners. EP YLA is a bold and ambitious expansion of EP educational and experiential offer for under 18 students.

In France, residential camps for minors fall under the ACM regulatory framework. The organiser must complete required declarations, maintain the educational/pedagogical documentation, and ensure staffing, safety, and child protection arrangements are in place and traceable.

ROLE PURPOSE:

The successful candidate will be responsible for the effective delivery of courses and experiences offered by EP's Young Learner Academy. Building on EP's current offering of language focussed education camps the Product and Operations Manager will ensure the safe and effective delivery of young learner experiences focussing on academics, language, sport and other thematic areas. The position is responsible for to ensure the product portfolio is of the highest quality and student experience is best in class.

The role leads the end-to-end product and operational delivery of EP YLA residential camps in France (Paris), ensuring a high-quality student experience **and** robust operational compliance under the French ACM framework. This includes planning and running the declaration cycle (SDJES/TAM), ensuring required educational/pedagogical documentation is in place, securing compliant staffing (ratios/qualifications/honourability checks), implementing safety and child protection procedures, and maintaining evidence for inspections and internal audits.

ROLES AND RESPONSIBILITIES:

KEY RESPONSIBILITIES

Experience Delivery

Ensure the delivery of YLA academy experiences are safe and enriching for students. Produce and maintain a "camp readiness pack" for each session (plans, contacts, procedures, rosters, evidence folder) aligned with ACM requirements and internal standards.

Student Safeguarding

Named global safeguarding lead for all YLA activities and lead for policy development, compliance in operations and issue management. Act as safeguarding lead for YLA France, ensuring staff briefings, reporting channels, and escalation pathways are adapted to the French context (including emergency services, CRIP/119 guidance, and required display/communications), and that safeguarding records are managed confidentially.



Portfolio Development

Work with colleagues to design and develop a portfolio of experiences for YLA in a range of locations and formats.

Marketing

Work with EP marketing and recruitment teams to develop and deliver a focused, dynamic and appropriate marketing strategy, in line with the visions and ethos of GEDU; develop new markets, embark on marketing trips and attend international exhibitions.

Locations

Identify locations and venues that ensure a safe and exceptional learning and residential experience for YLA students. Contracting: embed compliance requirements into supplier contracts (safety, staffing interfaces, incident cooperation, insurance attestations).

Compliance

Ensure all Global, accreditation requirements are met and exceeded all sites as well as all legal, statutory and health and safety requirements connected with YLA, in order to maintain a fully compliant and reputable business model.

Financial

Ensure that YLA experiences are delivered within budget and contribute to the commercial success of the division. Negotiate with third party providers of goods and services.

Team Leadership

Provide effective and engaging leadership to the YLA teams which is geographically and culturally diverse. Hire, train and develop team members for EP YLA, for both operations and product delivery.

OTHER RESPONSIBILITIES

- Maintain an awareness of Global developments in young learning offerings including English language and the Higher Education sectors.
- Liaise with colleagues in all relevant departments such as student services and admissions to ensure a seamless customer journey.
- Visit partners and attend student recruitment fairs in relevant countries.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree or relevant professional qualifications.
- BAFD (or other recognised director eligibility) if the position will be appointed as Directeur(trice) de séjour for declared camps.
- BAFA

WHAT WE ARE LOOKING FOR:

Experience

- Experience of running young learner courses and camps in a residential and non-residential format.
- Demonstrated record of supporting course and camp promotion and student recruitment.
- Experienced living and/or working with a range of cultures and demonstrated

intercultural awareness and competency.

- Demonstrated success in driving commercially successful operations.
- Specific experience managing youth camps and courses in France.
- Experience with educational accreditation frameworks.

Knowledge and Skills

- A thorough understanding of budgeting, financial and resource planning
- Excellent communication, interpersonal and customer service skills
- A good understanding of cultural sensitivity and equality, diversity and inclusivity
- An understanding of the importance of safeguarding and working with students from differing cultures
- Excellent verbal and written communications skills
- Strong listening and presentation skills
- Experience across the full range of staff management and development across multiple jurisdictions and cultures.
- Ability to multi-task, prioritise, and manage time effectively
- Proven ability to work within a team and autonomously.
- Ability to work flexible and unsocial hours as required, including early mornings, evenings and weekends.
- Ability to travel internationally.
- Business level fluency in French and English

GLOBAL SAFEGUARDING LEAD RESPONSIBILITIES

Parents and guardians place entrust the education and safety of their children to EP YLA. The YLA Operations Manager has specific duties and responsibilities as the Global Safeguarding Lead (GSL)

ROLE PURPOSE:

- To take the lead in ensuring that appropriate arrangements for keeping our under 18 students and vulnerable adults safe are in place at EP YLA.
- To promote the safety and welfare of our, under 18-year-old, students and vulnerable adults involved in EP YLA's activities at all times

ROLES AND RESPONSIBILITIES

- Take a lead role in developing and reviewing EP YLA safeguarding and child protection policies and procedures.
- Take a lead role in implementing English Path's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in activities are responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at EP YLA understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Make sure our, under 18-year-old, students and vulnerable adults who are involved in activities, and their parents, know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes

part in EP YLA activities.

- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with EP YLA may present a risk to children or young people. This includes:
 - assessing and clarifying the information
 - making referrals to statutory organisations as appropriate
 - consulting with and informing the relevant members of the organisation’s management
 - following the organisation’s safeguarding policy and procedures.
- Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - the local authority child protection services
 - the police
 - This includes making formal referrals to agencies when necessary.
- Store and retain child protection records according to legal requirements and the organisation’s safeguarding and child protection policy and procedures.
- Work closely with the EP Senior Leadership to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Safeguarding Leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly, and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

COMPLIANCE & SAFETY (FRANCE – ACM WITH ACCOMMODATION)

- **Organiser set-up:** ensure the organising entity is registered with the appropriate authority (SDJES) and that required organiser-level documentation is available (educational project; organiser liability insurance evidence).
- **Declarations (SDJES / TAM):** manage the end-to-end TAM declaration cycle for each camp (initial declaration + complementary declaration), ensuring accuracy of rosters, identities, dates, qualifications, and real headcounts; monitor statutory submission deadlines and maintain proof of filing.
- **Staffing ratios & composition:** plan and monitor staffing levels in line with applicable ACM supervision ratios and qualification composition rules (and reflect any director counting rules where applicable).
- **Director eligibility (where applicable):** ensure each camp has an appropriately qualified designated director (or equivalent per the camp category), and that this is correctly declared.
- **Pre-start staff file controls:** collect/verify required evidence from all staff (identity, diplomas/qualification proof, vaccination obligations) and maintain copies ready for inspection.
- **Honourability checks & confidentiality:** ensure honourability verification obligations are met before camp start, using available mechanisms (incl. TAM “cadres interdits” checks) and enforce strict confidentiality for nominative data.
- **Insurance compliance:** maintain organiser RC insurance attestations with required details; ensure coverage matches activities delivered; ensure parents are informed about personal insurance considerations where relevant.
- **Incident & “serious event” management:** implement an incident reporting protocol, including immediate notification obligations to authorities for serious events and prompt notification of legal guardians.
- **Child protection reporting pathways:** maintain clear instructions for staff on escalating



child welfare concerns (CRIP and 119), including required display/visibility of key contacts.

- **Internal audits:** run pre-camp readiness reviews and post-camp compliance debriefs; keep a corrective action log

ENGLISH PATH IS AN EQUAL OPPORTUNITY EMPLOYER:

English Path is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

SAFGUARDING:

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed on to our Designated Safeguarding Lead.

ROLE DIMENSIONS:

- Direct Reports:
- Indirect Reports:
- Travel:
- Budget Responsibility:

Signed

Date:

Version Control:

Version	Date	Author	Description
01.	06/02/2026	Tom Buckley, CEO, EP	

The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.