

Job Description

JOB TITLE: Academic Dean

REPORTS TO: Chief Executive Officer

BUSINESS FUNCTION/SUB-FUNCTION: Executive Office / Operations

LOCATION: Manchester/ Birmingham / Leeds / London

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English language school and pathway provider that empowers students of all ages through language learning and cultural experiences. English Path has expanded significantly since its foundation, establishing modern campuses, and professional learning environments in the UK, Europe, North America, and the Middle East.

We provide a diverse range of courses, including General English, Academic and Exam preparation, and Professional Certificate programmes. Our curriculum is designed to not only encourage students to enhance their language skills but also facilitates immersion into the local culture through themes which connects the classroom to social activities which take place after classes and are a key part of our offer.

We also offer additional ancillary services such as high-quality accommodation, student insurance and transfers. By joining English Path, you will be immersed in a talented, passionate, and dynamic group of professionals who are focused on one clear vision; to transform lives through education. Find out more about us here: www.englishpath.com.

ROLE PURPOSE:

The Academic Dean/Director is responsible for leading the academic elements of programmes offered by EP globally. This includes language course, colleges and university pathway programmes and other provision. This role will have primary responsibility for curriculum development, partner academic liaison, quality assurance, academic regulatory compliance, school and programme accreditations and academic delivery to ensure a high-quality experience and outcome for our students.

The ideal candidate will have experience in language and pathway provision, higher education leadership, university partnerships, and academic programmes with a proven ability to build and build and manage educational programmes that drive student success and divisional growth.

ROLE and RESPONSIBILITIES:

Academic Delivery, Quality and Oversight:

- Foster an inclusive, engaging, and supportive college environment.
- Work closely with academic teams to ensure high-quality teaching and student progression.
- Ensure programme quality is monitored and enhanced.
- Ensure teaching staff are qualified and develop professionally.
- Lead on regulatory compliance and accreditation of courses and colleges
- Lead on university partner validation processes.
- Ensure compliance with partnership agreements and monitor performance metrics.

- Lead on curriculum development and pedagogical standards for new and enhanced programmes.

University Pathways & Partnerships:

- Develop and maintain relationships with universities to secure progression agreements and academic partnerships.
- Ensure alignment between curriculum offerings and university admission requirements.
- Manage articulation agreements and collaborative programmes with partner institutions.
- Establish and monitor robust academic quality assurance processes.
- Lead on the development of quality academic programmes from UK level 2-6 equivalent including English (and other languages) for Academic Purposes.

Strategic Growth & Business Development:

- Identify new market opportunities expanding programmes and in new markets and new university partnerships.
- Collaborate with marketing and recruitment teams to attract students to the colleges.
- Support the business development process by providing insights, reports, and recommendations to improve partnership success.
- Represent the organisation at networking events, industry conferences, professional bodies and stakeholder meetings.

Essential Skills and Experience:

- Proven leadership experience in higher education, academic or university pathway programmes.
- Excellent stakeholder management skills, with the ability to engage university partners.
- Strong organisational and project management abilities.
- Knowledge of regulatory requirements in higher education.
- Excellent communication and negotiation skills.
- Ability to work independently while driving strategic institutional growth.
- Willingness to travel for partnership development and external engagements in the UK and internationally.
- Demonstrated experience with curriculum development and quality assurance processes.
- Educated to Masters level or above.

Desirable:

- Experience in launching or managing new academic programmes or international campuses.
- Knowledge of international student recruitment and pathway models.
- Knowledge/experience in university partnerships, articulation agreements, and/or student mobility.
- Familiarity with CRM systems and student data analytics tools.
- Experience in business development and revenue generation in higher education.
- Experience in international student recruitment and pathway programmes or equivalent provision.
- Educated to the Doctoral level.

OTHER INFORMATION:

The role will also be expected to demonstrate their commitment:

- To EP's values and regulations, including equal opportunities policy.
- EP's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of EP's Environmental Policy.
- To their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

EP is an equal-opportunity employer. We value diversity and welcome applications from candidates of all backgrounds.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.