



JOB DESCRIPTION

Job Title:	Talent Acquisition Specialist
Reports to Title:	HR Manager
Business Function:	HR
Location:	Dubai / Malta

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 places 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.

MISSION:

A world in which every person can communicate using a common language, removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel and grow.

VISION:

To create the world's most accessible and innovative English language school that changes lives Through education that makes a fundamental difference to living standards.

ROLE PURPOSE:

To support English Path and other brands/businesses within the GEDU portfolio in the recruitment of academic and support staff, the Talent Acquisition Specialist will report to the HR Manager. The role will be responsible for developing, managing, and continuously improving a highly efficient in-house recruitment function. This includes building strong and effective relationships across English Path and other brands/businesses within the GEDU portfolio to ensure the timely attraction and appointment of suitably qualified candidates. The post holder will be accountable for delivering a robust, professional, and responsive recruitment and talent support function that aligns with and supports the operational and strategic objectives of English Path and other brands/businesses within the GEDU portfolio.

ROLES AND RESPONSIBILITIES:

- Partner with hiring managers to deliver end-to-end recruitment for academic and professional services roles across English Path and other brands/businesses within the GEDU portfolio, ensuring timely, high-quality appointments aligned to business needs.
- Work collaboratively with stakeholders across multiple brands/business to understand current and future workforce requirements, proactively supporting workforce planning, recruitment strategy, and demand forecasting.
- Establish and manage recruitment processes that can be scaled and applied consistently across the wider brand portfolio, ensuring alignment with group governance while remaining responsive to brand-specific needs.
- Manage and coordinate the advertising of vacancies across appropriate job boards, social media platforms, and company websites, ensuring consistency with employer branding guidelines while supporting attraction needs across all brands/businesses
- Conduct initial applicant screening, including CV reviews and telephone interviews, producing shortlists aligned to agreed role requirements and progressing suitable candidates to hiring managers.
- Develop, maintain, and leverage a robust talent pipeline and applicant bank to support future hiring needs across English Path and other brands/businesses, reducing time-to-hire and reliance on external agencies.
- Coordinate and support interview processes, including scheduling, preparation, and candidate communications, ensuring a professional, inclusive, and positive candidate experience throughout.
- Provide regular, clear updates to hiring managers and stakeholders across the portfolio on application progress, shortlists, interview outcomes, and recruitment timelines.
- Advise and guide hiring managers on recruitment best practice, including selection methods, structured interviewing, fair and consistent decision-making, and compliance with internal policies and employment legislation.
- Produce accurate and timely recruitment data and reports covering applications, interviews, offers, acceptances, and new starter confirmations, supporting informed decision-making.
- Monitor, analyse, and report on key recruitment metrics across the portfolio to identify trends, risks, and opportunities for continuous improvement.
- Represent English Path and other GEDU brands/businesses at recruitment events, careers fairs, conferences, and external engagement activities, as required, to support wider talent attraction initiatives.
- Act as an ambassador for the English Path employer brand and the wider GEDU portfolio, promoting the organisation as an employer of choice and supporting the attraction and retention of high-quality talent.

Qualifications & Experiences:

- Proven experience in recruitment, with a demonstrable track record of recruiting academic and/or English language school roles being a distinct advantage.
- Strong communication and interpersonal skills, with confidence in telephone engagement and delivering professional presentations to stakeholders and candidates.
- Demonstrable experience in sourcing and recruiting for hard-to-fill or specialist roles, using a range of attraction and sourcing methods.
- Solution-focused approach, with experience in resolving recruitment-related issues and managing queries effectively and professionally.

- Solid understanding and hands-on experience of end-to-end recruitment processes, from role briefing and attraction through to offer and onboarding.
- Ability to build effective working relationships with hiring managers and stakeholders across the business.
- Well-organised, with strong attention to detail and the ability to manage multiple vacancies simultaneously while meeting agreed timelines.
- Competent in using applicant tracking systems (ATS), job boards, and recruitment reporting tools to support data-driven recruitment decisions.

OTHER INFORMATION:

Our Talent Acquisition Specialist will be expected to demonstrate a clear commitment to:

- Upholding and promoting the values, policies, and regulations of English Path and the wider organisation, including full adherence to the Equal Opportunities Policy and commitment to fair, inclusive, and ethical recruitment practices.
- Supporting the organisation's Social, Economic, and Environmental responsibilities by minimising environmental impact in the performance of the role and actively contributing to the delivery of the wider organisation's Environmental Policy.
- Fulfilling all Health and Safety responsibilities, contributing to a safe, secure, and healthy working environment for staff, students, and visitors across all campuses and sites.

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. As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check will be required for the successful candidate. Further information about the DBS disclosure process can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 0870 90 90 811.