



English Path Head Office
891 Greenford Road,
Greenford, London,
United Kingdom, UB6 0HE
info@englishpath.com
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Job Description

JOB TITLE: Academic Administration Intern, UK

REPORTS TO: Academic Manager - London

BUSINESS FUNCTION/SUB-FUNCTION: Academics and Administration

LOCATION: Greenford, London

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English, German and French language school 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, French and German; Academic and Exam preparation, Electives, Pathway programmes 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 connect the classroom to real-world experiences. 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:

As an Academic Administrative Intern, you will support the delivery of our educational programmes by supporting academic management with administrative tasks such as level test score inputting, certificate creation, attendance inputting, book cost monitoring, observing teachers for your own development, delivering free workshops to current students and contributing to the development of teaching materials. This role provides an excellent opportunity to gain hands-on experience in a multilingual environment while enhancing your teaching skills and knowledge of the ELT industry.

RESPONSIBILITIES:

Administrative Duties:

- Participate in meetings and training sessions as required.
- Input placements tests into the database system for all EP locations and liaise with agents and stakeholders to ensure all online test results are received prior to a student's course starting.
- Create end of course certificates for students studying in the UK and Ireland.
- Assist with attendance monitoring in the UK and Ireland by contacting students with lower attendance and updating our database system to reflect this.



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- Assist with the creation of academic social media content for our social media channels under the direction of the Social Media Manager.
- Help with the organisation and administration of the Masterclass Programme by inviting students via email and creating registers for the session leader.
- Help with the organisation of CPD sessions and other professional development activities.
- Ad hoc tasks as required by the Academic department.

REQUIREMENTS:

- Currently pursuing a degree.
- Strong communication and interpersonal skills.
- Highly organised with attention to detail.
- Ability to work independently and as part of a team.
- Positive attitude and adaptability in a dynamic environment.
- French, German, Spanish language skills desirable.

KEY PERFORMANCE INDICATORS:

- Positive feedback colleagues.
- Active participation in meetings.
- Timely and accurate completion of administrative tasks.
- Contribution to the development and improvement of programmes and systems.
- Effective support.

WHAT WE OFFER:

- Regular training and professional development opportunities.
- Mentorship and guidance from experienced educators.
- Full-time interns committing up to 40 hours per week will receive a stipend of £150 per week along with paid public transport expenses.

This role is ideal for individuals looking to start a career in education management or business administration and gain practical experience in a supportive and dynamic setting.

OTHER INFORMATION:

The Academic Administration Intern will also be expected to demonstrate their commitment:

- To EP values and regulations, including equal opportunities policy.
- To 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 EP's Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

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.

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 the 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.