



PR/117726 | Academic Program Manager (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1512715

Industry

Education

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

February 5th, 2025 23:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are looking for an Academic Program Manager for an educational company specialises in international language schooling and homestays for students.

[Company] Educational company specializes in international language schooling and homestays for students

[Position] Academic Program Manager

[Job Type] Permanent

[Location] East London

(Hybrid work is allowed after probation and upon agreement with line manager.)

[Starting Date] February 2025

[Key Responsibilities]

- Managing local Coordinators remotely
- Handling host family information received from local Coordinators prior to Japanese student's arrival in UK
- Creating and customising educational/intercultural programs in whole process
- Working with partners in Japan and discuss on the program content

- Having regular meetings with team members to ensure program objectives are maintained
- Reporting to the General Manager with clear and detailed reports
- Conducting new staff member training if necessary
- Working closely with the Academic Planning Manager to create supporting English materials
- Taking care of the Japanese school groups and senior teachers arriving when necessary

[Requirements & Skills]

- Understand the good customer services standard for Japanese clients
- Have a good knowledge of EFL lesson plans
- Able to identify the suitable types of program for the clients
- Good driver with experience driving in the UK
- Understand the UK school system and approaching both public and private schools to discuss intercultural events
- Must be adept in use of MS Office such as Excel, PowerPoint, Word
- Basic understanding of Japanese culture and Japanese language would be beneficial
- Ability to use MS Access or other database would be advantageous
- Background in education would be advantageous

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#citylondon

Company Description