

# BRIDGING THE GAP BETWEEN ACADEMIC AND ADMIN

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# CAREER PATH

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- 2012 – Accountancy
- 2017 – ELT teacher
- 2018 – QA & Exams Co-Ordinator – 50/50
- 2019 – Student Services Manager – 75/25

# ACADEMIC & ADMIN COMBINED

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HOW DO THEY COMPLEMENT EACH OTHER?

# TRANSFERABLE SKILLS

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- Administrative duties
- Technology
- Building relationships
- CPD sessions – skill swap

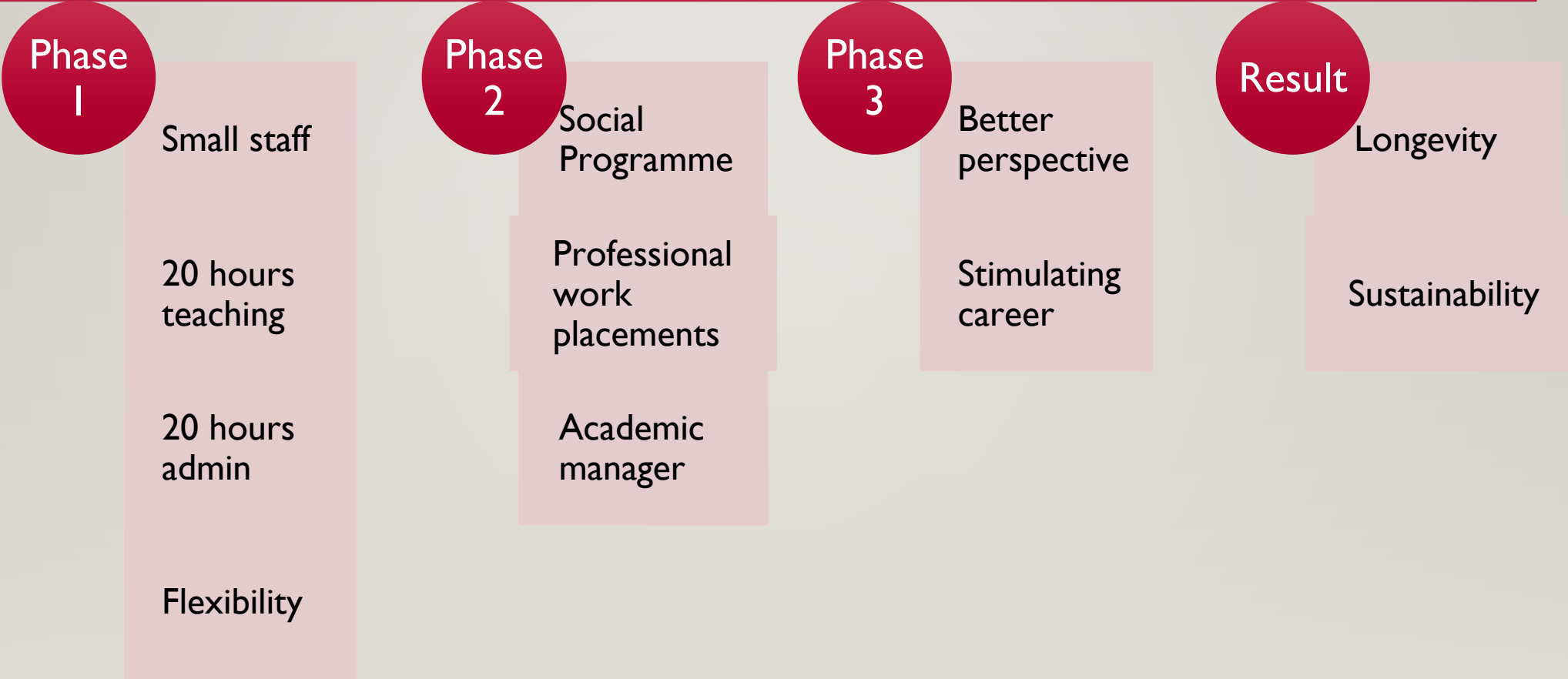
# ALPHA COLLEGE

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A “Learning-Teaching” Environment



# ALPHA COLLEGE OF ENGLISH



# FRANCES KING SCHOOL OF ENGLISH

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Admin staff – qualified ELTs

Emergency cover

Last minute bookings

Flexibility on classes



# STUDENT RESPONSE

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- Teachers – “counsellors”
- Approachable admin
- Break down barriers





# BENEFITS

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## SCHOOL

- Flexibility
- Staff knowledge
- Longevity & stability

## STAFF

- Stimulating work
- Avoid “burn-out”
- “Real” career

**THANK YOU!**

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