



# Alliance Française

## BANGALORE

### VACANCY FOR THE POST OF COURSE DIRECTOR

### JOB DESCRIPTION

<b>Job Title:</b>	Course Director	<b>Job Category:</b>	Education
<b>Location:</b>	AF de Bangalore (India)	<b>Position Type:</b>	FULL TIME (40h/week)
<b>HR Contact:</b>	<a href="mailto:admindir.blr@afindia.org">admindir.blr@afindia.org</a>	<b>Bonus</b>	
<b>Direct supervisor</b>	Director AFB	<b>Functional Supervisor</b>	Director

**Organizational position:**

The Course Director is placed under the direct authority of the AFB Executive Committee and the Director and her/his main mission is to promote the teaching of French in Bangalore. She/he reports to the Director on her/his work. She/he supervises a team of about 30 French language teachers and the reception staff for the aspects related to course registrations. In collaboration with the Director, she/he establishes the course development strategy and ensures its implementation. She/he is responsible for the follow-up of the Manipal Chapter and works in good cooperation and understanding with the Administration, the Pedagogical Coordinator, the Front desk, the Accountant and the Coordinator of Manipal Chapter.

**Job Purpose:**

Under the responsibility of the Director of the Alliance française de Bangalore and in collaboration with the administrative team, the Course Director develops the course offer (intra and extra muros), leads the teaching team and the reception staff for all French courses related matters, organizes the pedagogical follow-up of the department and implements the marketing approach for the promotion of the courses and certifications designed with the Director. She/he works for the smooth running and development of the pedagogical projects of the Alliance Française de Bangalore in collaboration with the network of AFs in India and in accordance with the Quality Approach reference framework. In connection with the Director and the course departments of the other AFs, she/he makes proposals on the course offering and the marketing strategy. The promotion and the organization of the DELF-DALF & TCF exams is under her supervision.

## ROLE & RESPONSABILITIES

### • ADMINISTRATIVE TASKS

- Drawing up the teaching calendar, in collaboration with the Course coordinator.
- Working with the pedagogical coordinator and the reception team: monitoring the launch of new sessions, new courses and exam sessions; handling customer feedback and dealing with difficult situations.
- Analysis of course statistics to take corrective action to increase sales in line with the course development strategy.
- Advising potential students.
- Supervising the work of the Manipal branch coordinator (administration, pedagogy).

### • PEDAGOGICAL TASKS

- Design and programming of innovative and attractive course offerings in line with the demands of the public (face-to-face, hybrid, online, co-modal).
- Design and implementation of the pedagogical programme and monitoring of face-to-face, online and hybrid courses.
- Promotion of DELF-DALF certifications. Supervision of the organisation of certification and test sessions: DELF-DALF, TCF Canada.
- Supporting the professional development of the teaching team by organising class observations, workshops and teacher training.
- Supervision of the development of teachers' timetables and the distribution of courses according to their qualifications, skills and availability.
- Organising regular pedagogical meetings with teachers to maintain the coherence and quality of lessons and supporting newly hired teachers. Proposing new resources and teaching practices.
- Creation and design of new products along with the teaching team.
- Handling course requests from companies, schools & universities, government institutions, NGOs, etc.: analysing needs, proposing offers and submitting quotations. Implementing courses in collaboration with the Course coordinator.
- Promoting educational projects such as French in Schools, in partnership with the AF network in India.
- Identification of needs in terms of teachers and participation in their recruitment, in collaboration with the committee and the director.

### • COMMUNICATION TASKS

- Implementation of the marketing strategy developed by and with the director: market and competition analysis, adaptation of products and services to public demand, development of customer satisfaction surveys.
- Be a proactive player in the implementation of the promotion of courses and certifications.

### • OTHER

- Participation in the organisation of the following events: *Semaine de la Francophonie, Nuit de la Lecture, Journée des professeurs de français...*
- In collaboration with the media librarian, creation of a bridge between the media library and the teaching of French (promotion of the "culturethèque", book workshops, read-alouds...).

**Qualifications and Education Requirements:**

- Master's degree in Didactics of French as a Foreign Language.
- Experience in managing a teaching team and coordinating courses.
- Perfect knowledge of French (C1 minimum) and English (Kannada and Hindi a plus).
- Excellent knowledge of CEFRL, DELF DALF, TCF.
- Accredited to examine DELF and DALF.
- Knowledge of educational offers and materials, methods and online resources.
- Knowledge of online Language Managing System (Apolearn...).
- Very good knowledge of the language market in India and the evolution of this sector of activity.
- Very good knowledge of classic and digital communication strategies and tools.
- Basic knowledge of strategic and operational marketing.
- Excellent IT skills and e-learning knowledge: strong appetite for IT tools and digital learning, experience in setting up blended and online learning projects.
- Knowledge of Language Center management softwares (Arc En Ciel).
- Excellent command of office automation tools (Microsoft Suite) and Cloud Service (Google Drive), Zoom and social networks.
- Strong organizational and analytical skills.
- Strong adaptability.
- Ability to listen.
- Excellent negotiation skills.
- Good communication and public speaking skills.
- Determination and reactivity.
- Good knowledge of the functioning of the AF's network.
- Open-mindedness and ability to manage complexities.
- Excellent team player.

**Working conditions**

- Attractive salary

**Recruiting process:**

A panel of recruiters composed of professionals in FLE and administration/management will be created.

- 1st stage: selection of the 5 best applications;
- 1st individual interview with the director to identify the 3 best applications;
- 2nd stage: collective interview with the panel to select the best application.

**The application file consisting of a resume, copies of diplomas and a cover letter should be sent to the President and the Director of the Alliance Française de Bangalore (email ID: [president.bangalore@afindia.org](mailto:president.bangalore@afindia.org), [director.afbangalore@afindia.org](mailto:director.afbangalore@afindia.org)), with a copy to the Administrator/HR Manager of the Alliance Française de Bangalore (email ID: [admindir.blr@afindia.org](mailto:admindir.blr@afindia.org)), before 15 May 2023.**