



# 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	<b>Position Type:</b>	FULL TIME (40h/week)
<b>HR Contact:</b>	director.afbangalore@afindia.org	<b>Bonus</b>	
<b>Direct supervisor</b>	Director	<b>Functional Supervisor</b>	None

**Organisational position:**

The Course Coordinator is placed under the direct authority of the Director with whom she/he works to develop the strategy for French courses. She/he reports to the Director on her/his work and has the obligation to involve her/him in all important decisions and processes concerning the management of the course service (contracts, teachers's recruitment, etc.). She/he supervises a team of about ten teachers and the reception staff for the aspects related to course registrations. She/he works in good cooperation and understanding with the Coordinator of Manipal Annex.

**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 Référentiel Démarche Qualité. 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. She/he is responsible for the organization of the DELF, TEF and TCF exams.

**Role and Responsibilities:**

- Design and programming of an innovative and agile course offering (face-to-face, hybrid, online, comodal).
- Follow up on face-to-face, online and hybrid blended mix courses.
- Development and implementation of the curriculum.
- Elaboration of teachers' timetables and distribution of courses according to each teachers' qualifications and abilities.
- Pedagogical coordination: help and advice to teachers, coaching of new teachers, providing information on new educational resources available, regular class observations.
- Support professional development of the pedagogical team.
- Hold regular meetings with the teachers to maintain consistency and quality of the courses.
- In dialogue with the communication department, implement the marketing approach developed by and with the Director: market and competitive analysis update, adaptation of products and services to the demand and needs of the public, customer satisfaction surveys, etc.
- Create new products and initiate pedagogical projects such as French in Schools.
- Creation of a bridge between the media library and the French language teaching, promotion of the « culturethèque ».
- Participation in the organisation of the « Semaine de la Francophonie ».
- Be a proactive player in implementing the promotion of courses and certifications.
- Develop accurate course statistics and take corrective measures to increase sales based on results and in accordance with the course development strategy.
- Active search for external contracts to generate more income (compagnies, schools, universities, governmental institutions, NGO, etc.).
- Organization and supervision of certifications and tests sessions.
- Planning and management of training activities under the responsibility of the Director.
- Participation in the recruitment of teachers under the responsibility of the Director
- Advise, guide and convince potential students/students to register.
- Work with the team in order to deal with customers' comments and handle any difficult customer's situations.
- Inventory of manuals and orders.
- Maintain good contact with the coordinator of the Manipal branch for all pedagogical matters.

**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 and English (Kannada and Hindi a plus).
- Excellent knowledge of CEFRL, DELF DALF, TEF, TCF.
- Authorized to examine DELF and DALF.
- Knowledge of educational offers and materials, methods and online resources.
- Knowledge of online language learning platforms (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
- Benefits: housing allowance, health insurance, holidays: 15 days/year, 10 days public holidays, 5 days for exceptional events

**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 CV, copies of diplomas and a letter of motivation should be sent to the Director of the Alliance Française de Bangalore (email ID: [director.afbangalore@afindia.org](mailto:director.afbangalore@afindia.org)), with a copy to the Administrator of the Alliance Française de Bangalore (email ID: [md.ktech@karnataka.gov.in](mailto:md.ktech@karnataka.gov.in)), before 31 December 2021.**