



Job Title: Academic Manager

Roles and Responsibilities

- Look after academic operations and management through Islamic integration
- Overseeing academic programmes across the campuses
- Maintain academic standards as per CAIE requisites
- Monitor students' progress and academic performance
- Design remedial programmes to improve the weak students
- Evaluate the yearly scheme of work and curriculum framework
- Periodic review of course books in alignment with the curriculum enrichment
- Inspect quality assurance and professional development
- Develop academic policies and procedures and ensure compliance with relevant standards

Knowledge and Skills Requirement

- Educational leadership
- Excellent spoken and written English Language Skills
- Team building
- Problem-assessing and solving skills.
- Curriculum Development
- Management & Planning

Experience

At least 10 years of experience in a similar capacity.

Educational Qualification

Preferably M.Ed / Educational Management & Planning

Minimum B.Ed with 10 years of work experience at CAIE schools