

# Head of Education

ALLIANCE FRANCAISE

Remuera, Auckland

Management - Schools (Education & Training)

Full time

Application deadline : **20th April 2026**

**Contract Start Date (indicative): June/July 2026**

**Please send your application at [jobs@alliance-francaise.co.nz](mailto:jobs@alliance-francaise.co.nz)**

**The Alliance Française of Auckland** is a non-profit organization accredited by the Fondation des Alliances Françaises. Its mission is to promote the French language in the Auckland region by developing linguistic and cultural activities. It is part of the worldwide network of Alliances Françaises.

**Location:** Auckland - Remuera

## RESPONSIBILITIES

Under the supervision of the Director of the Alliance Française of Auckland, the Course Manager will be responsible for the following tasks:

### **Develop and Implement Training Programs**

- Coordinate the training system (manage the pedagogical project of the courses, initiate new educational offers, and ensure their practical organization)
- Determine educational resources (selection and monitoring of educational software, manuals, program follow-up, etc.)
- Conduct pedagogical follow-up of learners (respond to training requests and analyze needs, level tests, learner follow-up, training assessments, etc.)
- Plan and coordinate the activities of the teaching team (class schedules, class visits, follow-up on logs, etc.)
- Ensure administrative and financial compliance of training activities in collaboration with the administrative department

### **Manage Teaching Staff**

- Oversee administrative follow-up of salaried teachers
- Implement actions for skills development
- Recruit teachers

### **Set and Implement Strategic Objectives for Course Development**

- Promote the training offer to clients / Develop relationships with partners (universities, schools, companies, etc.)
- Design and implement the training evaluation process and conduct studies
- Propose communication strategies to fill courses / recruit new learners

### **Organize and Manage DELF/DALF, TEF/TCF Exams**

- Preparation, organization, supervision, promotion
- Manage registrations, scheduling, notifications, logistics, diploma distribution, etc.

### **Other Tasks**

- Pedagogical, regulatory, and professional monitoring (FLE)
- Teaching (occasional substitutions)

### **REQUIRED PROFILE**

#### **Knowledge:**

- Previous experience in teaching French as a Foreign Language (FLE)
- Previous experience in the French linguistic and cultural network abroad (Institut Français or Alliance Française)
- Very good knowledge of the CERL and evaluation tools
- Good knowledge of various FLE educational resources
- Good knowledge of mobility program actors (universities, private sector)
- Good knowledge of the issues and networks of linguistic actors (FLE) in the Auckland region
- C2 level in French (oral and written)
- C1 level in English (oral and written)

#### **Skills and Abilities:**

- Ability to work in a team
- Adaptability to work environment, creativity, patience, and kindness
- Autonomy and organization
- Good listening and communication skills
- Ability to take initiatives and make decisions
- Good stress management and handling of potential unforeseen events
- Negotiation, argumentation, and persuasion skills

#### **Required Degree:**

- Master's degree (FLE, Political Science, International Relations)
- DELF/DALF accreditation (current or expired less than 2 years ago)
- We particularly value experience in similar positions.

**Contract Type:** Permanent (CDI)

**Working Hours:** 40 hours/week (with varying hours depending on the time of year and course schedule)

**Salary:** Based on experience, to be discussed directly with the Alliance