TOMMY ENGLISH
Beyond A Language

ACADEMIC MANAGER – ENTRANCE ASSESSMENT

Purpose

This assessment is designed to help us understand your ability to think academically, solve problems, observe and develop coaches, design learning experiences, and handle leadership situations.

Submission Format

Please submit all **4 parts** of the assessment.

- **Part 1:** PDF / Word
- **Part 2:** PDF / Word
- **Part 3:** PowerPoint / Google Slides / PDF
- **Part 4:** PDF / Word

You may submit them as **separate files** or combine everything into **one PDF**.

File name:
Full Name – Academic Manager Entrance Assessment

Please clearly label each part: **Part 1, Part 2, Part 3, Part 4**.

Deadline: Within **5 days** of receiving the assessment.

Submit to: HR Team – Tommy English

PART 1 – ACADEMIC PROBLEM SOLVING

Scenario

You are the Academic Manager of Tommy English.

One class has been running for several weeks. The coach is friendly and enthusiastic, but students are speaking less and less English in class. Homework/challenges are often

skipped, some students arrive late, and the coach tends to explain a lot instead of creating opportunities for students to speak.

Task

Identify the key problems, determine the most important root causes, and create a practical action plan for the next 2–4 weeks.

Please explain how you would measure whether your plan is working.

Questions

1. What are the 3–5 most important problems you see?

2. Which problem would you prioritize first, and why?

3. What would you do as Academic Manager? Give specific and practical actions.

4. How would you communicate with the coach?

5. What indicators or data would you use to evaluate improvement?

PART 2 – CLASS OBSERVATION & CONSTRUCTIVE FEEDBACK

Material

This is a Tutor 1-1 class of Coach Alice [LINK]

Task

Watch the assigned class recording as if you were observing one of our coaches.

Your goal is **not to judge the coach**, but to identify what could help the coach become better and create a better learning experience for students.

Please provide:

TOMMY ENGLISH
Beyond A Language

A. Strengths
Identify **3 strengths**. For each strength, explain what you observed and why you think it is effective.

B. Areas for improvement
Identify **3 areas for improvement**. Be specific and use evidence from the recording.

C. Priority
Choose **ONE priority area** that you would address first. Explain why.

D. Constructive feedback
Write the feedback you would give to the coach.

Your feedback should be **constructive, specific, and actionable**.

E. Follow-up
Suggest **one follow-up action or coaching activity** that could help the coach improve.

PART 3 – CURRICULUM & LESSON DESIGN

Scenario

Tommy English wants to create a beginner speaking course for adult learners who know some basic English but are not confident in speaking.

Task

Design a **12-lesson course outline**.

Then choose **ONE lesson** from your course and design it in more detail.

Your course outline should include:

- Course objective and target learner
- Learning outcomes for the 12 lessons
- Main topic / communication focus of each lesson
- Key language and vocabulary focus
- How speaking practice develops across the course

- Homework / challenge / practice outside class

For your detailed lesson, include:

- Lesson objective
- Lesson flow
- Activities
- Estimated timing
- Teacher role
- Student role
- Materials / slides
- How you would check students' learning

You may use any format you believe communicates your ideas most effectively.

PART 4 – ACADEMIC LEADERSHIP CASE

Scenario

One of your strongest coaches has been with Tommy English for a long time.

Students love the coach, but the coach often ignores academic guidelines, does not consistently submit required lesson preparation, and reacts defensively when receiving feedback.

Other coaches are beginning to notice this behavior.

Task

Explain how you would handle this situation as an Academic Manager.

Questions

1. What would you do first?

2. How would you have the conversation with the coach?

3. What would you do if the coach says:

"My students love my teaching, so why should I change?"

4. What would you do if the behavior continued?

NEXT STEPS

After you submit your assessment, the **HR Team will review your work and inform you of the result within 3–5 working days.**

If you pass this stage, you will move to the next step:

Leadership Team Zoom Interview

Before the interview, you will be asked to prepare a **short presentation about your assessment**.

During the Zoom interview, you will:

- Present your work and key ideas
- Explain the reasoning behind your decisions
- Answer questions from the Leadership Team
- Respond to follow-up scenarios and challenges

We are interested not only in what you propose, but also in why you propose it and how you would adapt when the situation changes.

Good luck, and we look forward to seeing your work.

TOMMY ENGLISH TEAM