



## Job description

3 December 2018

# Part Time Politics Lecturer for International Foundation Programme (0.8fte Fixed Term)

### Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester are looking for a part-time Politics Lecturer/Teacher to join the teaching team for the International Foundation Programme in January 2019 until the end of August 2019.

### Reporting line

The Politics lecturer will report directly to the relevant manager for the International Foundation Programme.

### Requirements

We require well-qualified, enthusiastic and experienced teachers to teach Politics to equivalent of A-level to international students. This will involve establishing a sound foundation in British Politics. The successful applicants will work on our International Foundation Programme, teaching the student intake beginning in January 2019.

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## Job dimensions

- Ability to teach across a range of programmes varying in intensity and class size. This includes lectures, seminars and tutorials.
- Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Approximately 20-24 contact hours (pro-rata) per teaching week at full time.
- May be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services. May also be required to liaise with students' parents and other external stakeholders within the partner University.

## Key accountabilities

- To teach Politics following the Northern Consortium (NCUK) syllabus.
- To follow the scheme of work and adapt it to the teaching circumstances as necessary.
- To make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students.
- To prepare, select and use teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials).
- To attend regular staff and student representative meetings.
- To mark both formative and summative coursework, liaising with the Examinations Board as necessary and keeping reliable records of scores achieved.
- To provide oral and written feedback to students and other stakeholders (e.g. programme managers, academic schools, marketing staff, sponsors and parents).
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the Programme Manager.
- To develop reasonable rules of classroom behaviour and ensure they are consistently applied.
- To liaise with the Programme Managers in communications with the Examinations Board as necessary throughout the academic year, marking examinations scripts, preparing results sheets and attending Board Meetings at the end of the academic cycle.
- To provide academic support for international students as appropriate through consultations and tutorials (e.g advice on language learning, study skills and academic expectations for University study, and where to seek additional academic support and information).
- To carry out administrative and record-keeping tasks associated with teaching and assessment (eg student progress reports, test invigilation, mark sheets, attendance and activity records, tutorial logs, advising logs, and UCAS references).
- To provide teaching cover in the absence of other colleagues.
- To participate in the social programme where this is an integral part of the teaching programme (eg accompanying trips and attending events).
- To act as a positive ambassador for INTO.
- To liaise with the Academic Support Manager to provide all required information in a timely manner.
- To participate in staff development and professional training as required.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## Location

In general, teaching will take place in our Central Manchester premises, close to the Oxford Road Railway Station but practical classes will be taught in other locations around Manchester. Some meetings may be held in nearby offices.

## Salary

Grade D

Salary Banding Pay Band D: **£26,499 - £35,851 pa**

Please be advised as INTO have students under the age of 18, any subsequent offer of employment would be conditional and as part of our Safeguarding procedures, applicants are asked to note that:

- subject to providing us with two satisfactory references the references will be followed up; and
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EU passport.</li> </ul>	
<b>Academic qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate academic qualification at postgraduate or equivalent level or professional qualifications in a relevant subject area.</li> <li>• A relevant teaching qualification</li> </ul>	
<b>Experience and achievements</b>	<ul style="list-style-type: none"> <li>• Teaching experience at pre-degree level and/or undergraduate level.</li> <li>• Experience of academic assessment and standards and of quality assurance procedures.</li> <li>• Demonstrable cross-cultural awareness and understanding.</li> <li>• A record of achievement in teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching International students at the appropriate level.</li> <li>• An understanding and appreciation of private sector education.</li> <li>• Experience of working with student progression and/or university admissions.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Competence in the effective use of Information and Communications Technologies (ICT).</li> <li>• Proven planning and organisational skills.</li> <li>• The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.</li> <li>• Excellent interpersonal, communication and presentation skills.</li> </ul>	
<b>Expertise</b>	<ul style="list-style-type: none"> <li>• An understanding of UK higher education and the needs and requirements of international students.</li> <li>• A record of attention to detail, thoroughness and fairness.</li> <li>• Outward looking and student sympathetic.</li> </ul>	

	<ul style="list-style-type: none"><li>• Flexible with the ability to solve problems, to put in the time necessary to do the job.</li></ul>	
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INTO is an equal opportunities employer. INTO is committed to safeguarding and promoting the welfare of young people and child protection screening will apply.

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For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

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<http://www.intoglobal.com/>

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit [www.into-giving.com](http://www.into-giving.com).