

Job description

3 December 2018

Full Time

Fixed term

Business Studies Teacher

International Foundation Programme

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 full time Business Studies teacher to join the teaching team on the Foundation programme from January 2019 for a fixed term until 31 August 2019.

Reporting line

The Business Studies teacher will report directly to the relevant manager for the International Foundation Programme.

Requirements

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

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.
- 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 and duties

- To teach Business Studies following the NCUK syllabus.
- To follow the scheme of work provided and adapt it to the teaching circumstances as necessary.
- To attend regular staff and student representative meetings.
- To set and mark both formative and summative coursework, liaising with the Examinations Board as necessary and keeping reliable records of scores achieved.
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the Programme Manager.
- To work throughout the academic year with the programme manager on all aspects of module development.
- To set and 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.
- **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 examinations might be held in other locations around Manchester. Some meetings may be held in nearby offices.

Salary

Pay Band D: £26,499 - £35,851 pro rata

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- 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 Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification.

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

