

Job advert

Academic English teachers

(Pre-sessional Programme, Fixed Term)

Context

INTO is a partnership organisation working with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. In long-term joint ventures we deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art facilities to house the new INTO Centres, and in a global network that recruits students from many cultures.

INTO University of East Anglia is seeking to appoint Academic English teachers for the 2019 Pre-Sessional programme.

Requirements

A small number of full-time, fixed term positions are available from the 17th June for a 12 week course. This period includes time for a paid induction and preparation before teaching begins. The Pre-sessional programme will end on 13th September 2019.

Suitable candidates should have experience of preparing International students for study at Undergraduate and Postgraduate level. With a strong ELT background and proven experience in working with international students, the post holders will have excellent teaching skills, a high degree of attention to detail, good IT skills and an ability to work closely with international students.

Successful candidates should hold a recognised EFL teaching qualification. This should ideally be at diploma or master's Level (e.g. DELTA, MA in TESOL).

Pre-sessional at INTO UEA offers teachers a very well structured environment in which to work. The syllabus is clearly organised, with extensive materials provided along with support in their use. You will teach approximately 20 contact hours per week, excluding cover teaching, attend staff meetings and standardisation sessions, assess student progress and perform administrative duties related to teaching. Prior experience of working on a Pre-sessional course is not essential but would be an advantage.

The Pre-sessional programme is based on the UEA campus with its extensive rural grounds and lake, on campus sports park with an Olympic size swimming pool and a short bus ride to the city centre. The Norfolk broads and the North Norfolk coast offer ample opportunities

for exploration and relaxation. Subsidised single en suite accommodation on campus is available if required, at a rate of £55 per week.

Salary

£29,865 pro rata per annum

Successful candidates will accrue holiday based on 30 days per year pro rata, unused holiday will be paid at the end of the programme. This equates to approx. £858 on the 12 week programme and £572 on the 8 week programme.

If you feel you have the necessary skills, experience and interest for this post, please download the application form from our website <http://into-corporate.com/jobs> and return with a covering letter stating why you are interested in working for INTO University of East Anglia, to: intouea.recruitment@intoqlobal.com

Closing Date for applications is 22nd March 2019 with interviews from April 1st

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 Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people and child protection screening will apply.

<http://into-corporate.com/jobs>

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.

Job Description

EAP Teacher (Pre-sessional)

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner University are equal shareholders.

Reporting Line

The English Language Teacher reports to the relevant Co-ordinator or Programme Manager.

Job Purpose

To teach English and English for Academic Purposes to international students on the Pre-sessional Programme.

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 a variety of students from a variety of countries and cultural backgrounds and different language levels;
- Ability to assess effectiveness of teaching skills against student progress and performance;
- Will 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 student's parents and other external stakeholders within the partner University;
- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with your line manager.

Key Accountabilities

- To teach English as a Foreign Language (EFL) to international students at the INTO Centre. Focus is on English for Academic Purposes (EAP), study skills and cultural awareness as appropriate.
- To design 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 assess students and provide both formative and summative evaluations. Design programme tests and assessment tasks as required;
- To provide oral and written feedback to students and other stakeholders (e.g. programme managers, academic schools, marketing staff, sponsors and parents);
- To develop reasonable rules of classroom behaviour and ensure they are consistently applied;
- To provide academic support for international students as appropriate through consultations and tutorials (e.g. advice on language learning, guidance on study skills

- and academic expectations for University study, advice on where to seek additional academic support and information);
- To carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, marks sheets, attendance and activity records, tutorial logs.);
 - 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-learning programme (e.g. accompanying trips and attending events);
 - To participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions;
 - 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;
 - To provide support to all students;
 - To attend Centre and section meetings as required.
 - Adhere to the Centre Safeguarding policy, the UK national guidelines and legislation; relating to the care of children and vulnerable young adults studying at INTO UEA. All employees have a responsibility to safeguard and promote the welfare of all of our students regardless of age.
 - **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

At INTO University of East Anglia

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	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, e.g. valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or higher. • Must hold a recognised EFL teaching qualification. This should be at Diploma level (e.g. Cambridge ESOL DELTA) 	<ul style="list-style-type: none"> • M.A. TESOL
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent command of written and spoken English. • Must be able to teach across a variety of programmes within the Centre. The programmes vary in intensity and number of students. • Ability to assess effectiveness of teaching skills against student progress and performance. • Up to date knowledge and awareness of communicative English Language teaching methodologies. • Knowledge of and applied good practice in both EFL and EAP. • Awareness of the cultural differences amongst learners and aware of the needs of learners in the HE context. • Excellent teaching, presentation, written and verbal communication skills. • Adaptability and flexibility to adapt the curriculum plan depending on the needs of the students. • Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. • Self motivated. • Ability to work under pressure and independently. • Strong planning and organisational skills. • Good basic IT skills. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Understanding of working with different nationalities and cultures. • Overseas teaching experience

INTO 

UEA University of
East Anglia