

Job advert

Pre-Sessional English Teacher

Fixed term, Full Time

Context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

We are currently recruiting a number of English Teachers to teach on two Pre-Sessional programmes for a Fixed Term period over the summer. The dates of each programme are as follows:

- Pre-Sessional 10-week Programme: 24th June – 6th September 2019
- Pre-Sessional 6-week Programme: 22nd July – 6th September 2019

Requirements

The successful candidate will have an interest in all areas of English language teaching and be able to contribute to teaching and learning on preparatory programmes. Experience of teaching on previous Pre-Sessional and/or other EAP preparatory programmes would be an advantage.

Candidates should possess:

Essential Criteria:

- A relevant teaching qualification (such as the CELTA)
- Teaching experience in further or higher education or in private language schools
- An ability to contribute to all levels of teaching
- Skills and experience to effectively teach international students
- A desire and aptitude to contribute to a successful and fast growing educational establishment

- Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport

Desirable Criteria:

- A postgraduate qualification in a relevant subject;
- A DELTA qualification

Salary

£28,005 per annum (pro rata)

Application Process

To apply, please complete the attached application form and send it to:
into.recruitment@newcastle.ac.uk

Please note that teachers must be available for the full duration of the programme.

The closing date for applications is **midnight on Sunday 14th April 2019**.

All applicants who are successful at the short listing stage will be contacted and invited to attend an interview. Interviews will be held from Tuesday 23rd April 2019 and can be conducted via Skype for those candidates not in the North East of England.

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.

For further details and a full job description see <http://www.intohigher.com/jobs>

INTO is an equal opportunities employer.

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

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.

INTO NEWCASTLE APPLICATION FORM PRE-SESSIONAL ENGLISH PROGRAMME 2019

Name	
Address	
Phone	
E-mail	
Skype	

Where did you see our advertisement? Please tick

- INTO website
- BALEAP website
- jobs.ac.uk
- other (please give details):

Which programme(s) would you like to be considered for? Please tick:

- 10-week Programme: 24th June – 6th September 2019
- 6-week Programme: 22nd July – 6th September 2019

Do you have a CELTA (or equivalent)? Please give details:
Do you have a DELTA (or equivalent)? Please give details:
Do you have a MA in TESOL (or similar)? Please give details:

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What EFL experience do you have? Please give details:

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What EAP experience do you have? Please give details:

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What Pre-sessional experience do you have? Please give details:

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Do you have any other relevant qualifications or experience? Please give details:

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Please give details of any dates you are unavailable for interview:

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Reference Details:

Reference 1:	Reference 2:
Name:	Name:
Address	Address
Contact Number Email Address:	Contact Number Email Address:
Relationship to you:	Relationship to you:

Additional information:

Have you ever been convicted of a criminal offence? YES / NO (*declaration subject to the Rehabilitation of Offenders Act 1974*)

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

I can confirm that to the best of my knowledge the above information is correct. I accept

Signature Date.....

Please return your completed application by the closing date to:
 HR Department, INTO Newcastle University, The INTO Building, Newcastle University, Newcastle upon Tyne, NE1 7RU or alternatively email: into.recruitment@newcastle.ac.uk.