

Job advert

Module Leader for Introduction to Humanities

37.5 hours per week

Permanent

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.

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.

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

Requirements

We wish to recruit a Module Leader for Introduction to Humanities for the International Graduate Diploma Programme in Business and Humanities. The successful candidate will be expected to teach on this module and contribute towards teaching other subjects, including Study Skills.

You should ideally possess:

- a relevant graduate and/or post-graduate qualification in the subject
- a relevant teaching qualification and/or teaching experience in further or higher education
- an ability to contribute to all levels of teaching
- skills and experience to effectively teach international students;
- a desire and the flexibility to contribute to a successful and fast growing educational establishment

Salary

Pay Band	D
Pay Band Salary Range	£27,028 - £36,568



Application process

Please refer to the job description for this post for the necessary skills and experience required. To apply, please complete the attached application form and send **via email to:** into.recruitment@ncl.ac.uk

Closing date for applications: Friday 24th May 2019, 12.00 Noon.

Provisional Date of Interviews: Friday 31st May, 2019

Position proposed to start: 1st September, 2019

For informal enquiries, please feel free to contact the Programme Manager:

Lisa McKenna
Lisa.mckenna@ncl.ac.uk

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 may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, 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.

For further details and a full job description see <https://intoglobal.com/jobs.aspx>

INTO is an equal opportunities employer.

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

Please read our INTO Candidate Privacy Notice about INTO and your personal information [INTO-Candidate-Privacy-Notice](#)

<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.

Job description

Teacher (academic subjects)

April 2019

Company 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.

Role context

To teach (an) academic subject(s) to international students on a variety of programmes within INTO Centres. This includes foundation, diploma and graduate diploma programmes.

Reporting line

The teacher reports to the most appropriate senior academic for the structure.

Job purpose

- Ability to teach academic subjects across a range of classes 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 at different language levels
- Ability to assess effectiveness of teaching skills against student progress and performance
- Up to 800 teaching hours per year
- Will be required to work with key stakeholders across the University (e.g. academic schools/departments, University tutors, selectors, degree programme directors, admissions office, graduate school, student progress office and international office)
- 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, sponsors and other external stakeholders

INTO 

 **Newcastle**
University

- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with their line manager

Key accountabilities and duties

- Teach (an) academic subject(s) to international students at the INTO Centre. This includes students who are preparing for future University study and other students on customised courses, as required
- Develop purposeful and appropriate schemes of work and lesson plans that provide for effective teaching strategies and meet the individual needs of students
- Prepare, select and use appropriate teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials)
- Assess students and provide both formative and summative evaluations. Design programme tests and assessment tasks as required
- Provide oral and written feedback to students and other stakeholders (e.g. senior director, programme manager, academic schools, marketing staff, sponsors and parents)
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied
- Provide academic support for international students, as appropriate, through consultations and tutorials (e.g. guidance on study skills and academic expectations for University study, advice on where to seek additional academic support and information)
- 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, advising logs, and UCAS references)
- Contribute to course and module development
- Provide teaching cover in the absence of other colleagues
- Participate in the social programme where this is an integral part of the teaching-learning programme (e.g. accompanying trips and attending events)
- Participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions
- Act as a positive ambassador for INTO
- Liaise with the academic support manager to provide all required information in a timely manner
- Provide support to all students
- Participate in staff development and professional training as required
- Attend Centre and section meetings as required

The 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.

Salary

Pay Band	D
Pay Band Salary Range	£27,028 - £36,568

Location

The post is based in Newcastle upon Tyne.

Safeguarding

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Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate DBS Check will be required prior to confirmation of appointment. 	
Education/ Qualifications	<ul style="list-style-type: none"> Postgraduate qualification in relevant area. 	<ul style="list-style-type: none"> PGCE teaching qualification.
Knowledge/ Skills	<ul style="list-style-type: none"> Excellent teaching, presentation, written and verbal communication skills Up to date knowledge and awareness of subject-related teaching methodologies Ability to assess effectiveness of teaching skills against student progress and performance Be able to teach courses varying in complexity and number of students Awareness of the cultural differences amongst learners and aware of the needs of learners in the international HE context Understanding of challenges of teaching international students for whom English is a second language Self motivated A team player Ability to work to deadlines and independently Strong planning and organisational skills Enjoys the challenge of working in a changing environment. Good basic IT skills with a strong knowledge of Microsoft packages Versatility 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. Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> Have the ability to teach across a range of programmes and subjects