

Job Advert

Pre-Sessional Academic English Teacher

Fixed term, Full time

Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures.

The INTO Newcastle Pre-sessional English Programme is a short, intensive course designed for students who need to improve their Academic English before starting a degree programme at Newcastle University.

We are currently recruiting a number of Academic English Teachers to teach on two such 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

Details

- You will teach 20 contact hours per week, with no requirement to participate in the students' social programme.
- Complete schemes of work and materials are provided, but the need for flexibility is acknowledged.
- You will take part in a week-long induction which provides an overview of the programme, guidance on delivery of the syllabus and training on key aspects of Academic English.

Applicant profile

- We are happy to consider applicants with a wide range of previous teaching experience.
- Our teachers are a mixture of native and non-native English speakers.
- Previous experience of teaching Academic English or Pre-Sessional is clearly an advantage, but not essential. As mentioned elsewhere, induction, support and development opportunities are provided to help teacher make the transition.

- Please see Person Specification in the Job Description for further details of essential and desirable characteristics.

Salary/Benefits

- £28,005 per annum (pro rata)
- Holiday pay of £460 for 10-week teachers (6 days) or £300 for six-week teachers (4 days) is paid on completion of the contract.
- A high level of support and development, both before and during the programme, offers a thorough grounding in EAP, and provides an introduction to the field. It may also account for the high return rate of teaching staff of about 60%.
- The induction week is paid at the full rate.
- Free accommodation is available.

How to apply

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.

All applicants who are successful at the short listing stage will be contacted and invited to attend an interview. Interviews can be conducted via Skype for those applicants 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 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 <http://www.intohigher.com/jobs>

INTO NEWCASTLE APPLICATION FORM PRE-SESSIONAL ENGLISH PROGRAMME

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? See above for dates. Please tick:

- 10-week Programme
- 6-week Programme

Which basic teaching qualification (eg CELTA or equivalent) do you have? Please give details:

--

Do you have a recognised advanced teaching qualification (eg DELTA or equivalent)? Please give details:

--

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

--

What EAP teaching experience do you have (including Pre-sessional)? Please give details:

What EFL teaching experience do you have? Please give details:

What other teaching experience do you have? Please give details:

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

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

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:

<p>Have you ever been convicted of a criminal offence? YES / NO (<i>declaration subject to the Rehabilitation of Offenders Act 1974</i>)</p>
<p>If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.</p>

<p>I can confirm that to the best of my knowledge the above information is correct. I accept</p> <p>Signature Date.....</p>
