

May 2019

Job advert

Teachers of English for Academic Purposes: Fixed Term appointments

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 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.

INTO University of Exeter is looking for English Teachers to teach EAP across a number of programmes, but primarily on the International Year One Business and the full time Academic English programmes. These will be fixed term appointments.

One 0.8 FTE teacher on the International Year One in Business from 27th May – 16th August
One full time General English teacher from 17th June – 6th September
One 0.8 FTE Academic English teacher from 24th June – 6th September

There is potential for the roles above to be split, so if you would prefer a smaller fraction, please do not be deterred from applying.

Job Role

The successful candidates would be expected to join a well-established team of teachers who teach and assess modules in Writing, Reading & Study Skills and Listening & Speaking.

Requirements

Applicants should ideally have a DELTA qualification and significant demonstrable experience of teaching English for Academic Purposes. A master's degree in a relevant subject is desirable.

The successful candidates would also have the right to work within the UK.

Salary

Range £28,700 to £30,479.56 per annum (pro-rated if fractional hours worked)

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Application Process

If you feel you have the necessary skills, experience and interest for this post, please visit our recruitment pages @ <https://intoglobal.com/jobs> and complete the application form, please send all completed application forms to INTO-recruitment@exeter.ac.uk.

For further information about the roles please contact Sarah Shirley, Academic Director by email at s.shirley@exeter.ac.uk.

Closing Date for Applications:

Interview Dates: Interviews to be held on a rolling basis

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 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.

www.into.uk.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

March 2019

English Language Teacher

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 appropriate Programme Manager/Assistant Programme Manager or Co-ordinator.

Job dimensions

- Ability to teach across a range of programmes.
- 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;
- Up to 800 teaching hours per year;
- 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 teaching hours adjusted accordingly, as agreed with the line manager.

Key accountabilities and duties

- Teach English as a Foreign Language (EFL) to international students at the INTO Centre. The main focus is on English for Academic Purposes (EAP) and study skills; there may be a need to incorporate some general English or English for Specific Purposes (ESP), including cultural awareness as appropriate. The work will include teaching students who are preparing for future University study; or students on customised courses;
- Make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students;
- Prepare, select and use teaching/learning materials for English 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. programme managers, academic schools, marketing staff, sponsors and parents);
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied;

- Act as a personal tutor; provide academic support 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);
- 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, advice 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;
- Participate in staff development and professional training as required;
- Provide support to all students;
- Attend Centre and section meetings as required.
- Help promote the INTO Centre for marketing purposes.

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 the partner University (where the INTO Centre is located).

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See next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate DBS disclosure will be required prior to confirmation of appointment. 	
Education/Qualifications	<ul style="list-style-type: none"> Undergraduate degree or higher. Should hold a recognised EFL teaching qualification. This should be at Diploma or Masters Level (e.g. RSA DELTA, MA in 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 challenges of teaching international students for whom English is a second language. Understanding of working with different nationalities and cultures.

Key Competencies

Leading and deciding:

- Deciding and initiating action
- Leading and supervising

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting
- Applying expertise and technology

Creating and conceptualising:

- Learning and researching
- Creating and innovating
- Formulating strategies and concepts

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks

Enterprising and performing:

- Achieving personal work goals and objectives