

## Job Description

# Pre-sessional English Teacher

### Context

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

INTO University Partnerships works with leading UK, US and Chinese universities, investing in the development of world-class international student centres. With a clear focus on, and commitment to, the delivery of the highest quality of student experience, we specialise in preparing students for undergraduate and postgraduate study at partner institutions and other leading universities in the UK and beyond. In the UK, INTO University Partnerships has established twelve partnerships with leading British universities.

This is an existing post which forms part of an established and operational Student Placements team. The current incumbent will begin maternity leave from 16<sup>th</sup> December 2016 and we would ideally like the successful applicant to begin work in the middle of November. The successful candidate will work at INTO City University and be responsible for the placement of students who need or wish to make applications to Universities outside the Joint Venture Partnership with City University.

### Reporting line

The post holder will report to the Pre-sessional English Programme Manager.

### Job purpose

To teach English for Academic Purposes to international students on the intensive summer Pre-sessional English programme within the INTO City, University of London Centre. Previous Pre-sessional English teaching will be a distinct advantage.

### Key accountabilities

- Teach Pre-sessional English to international students at the INTO City, University of London Centre. These are students who have received conditional offers to study at City, University of London, but have not yet met the English language requirement;

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- Develop purposeful and appropriate lesson plans that demonstrate effective teaching strategies and meet the individual needs of students;
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied;
- Work in a team environment with the Programme Manager and other Pre-sessional English teachers to prepare, select and use appropriate teaching and 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.
- Liaise with the Programme Manager to provide all required information in a timely manner;
- Provide academic and pastoral support for international students through tutorials;
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. mark sheets, attendance records and module files);
- Provide teaching cover in the absence of other colleagues;
- Participate in student induction;
- Act as a positive ambassador for INTO City, University of London

**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.**

### **Salary Band D**

£30,000 per annum which is £6,896.40 for the 12 week-course, £4597.60 for the 8 week-course, £2,298.80 for the 4 week-course. In addition, tutors will be paid £114.94 for the one-day induction.

Accrued annual leave (30 days p.a., pro-rated) will be paid at the end of the contract. If no annual leave is taken during the contracted period, this will be £796.77 for the 12-week course, £531.18 for the 8-week course and £265.59 for the 4-week course.

### **Location**

102 Middlesex Street, E1, close to Liverpool Street Station.

**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 criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**



See below for person specification.

### Person specification

	Essential
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK and a UK bank account</li> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree or higher</li> <li>• DELTA or equivalent as a minimum qualification</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English</li> <li>• Ability to teach mixed ability groups and sensitivity to potential language barriers</li> <li>• Awareness of the cultural differences amongst learners and of the needs of learners in the international HE context</li> <li>• Versatility and flexibility to adapt the syllabus to meet the needs of the students</li> <li>• Ability to assess effectiveness of teaching skills against student progress and performance</li> <li>• Ability to work independently and under pressure</li> <li>• Strong planning and organisational skills</li> <li>• Good basic IT skills with a strong knowledge of Microsoft Word/PowerPoint and virtual learning environments</li> <li>• Commitment to safeguarding and student welfare</li> </ul>