

Job Advert

Pre-sessional English Teacher

REF: PSE/22/05/19

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 increasing numbers of international 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 unique joint venture partnerships with 23 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 2000 employees, based round the world.

Our Mission is underpinned by five core values: Purpose, Partnership, Performance, Passion and Pride. We seek employees who share these values in an organisation which has a diversity of talent specialisms and cultures.

Our website has details of how we are organised and our outstanding achievements so far.

The Centre is looking to recruit **Pre-sessional English Teachers** for full-time fixed-term positions on the following intakes:

12-week course:	17 th June -6 th September 2019
8-week course:	15 th July -6 th September 2019
4-week course:	12 th August -6 th September 2019

Each intake will have a one-day paid induction on the Friday before the course start date. Teachers will need to be available for the duration of the intake.

Requirements

Working in close conjunction with the Programme Manager and teaching colleagues, the successful candidate will be expected to be a strong English language practitioner, with demonstrable



experience of teaching all aspects of English for Academic Purposes. S/he will be a collaborative team member and an excellent communicator with the skills to teach students in mixed-ability groups. The successful candidates will teach on the intensive summer Pre-session English Programme for 20 hours a week.

This position represents an exceptional opportunity to play a vital role and to make a real difference to the education of talented international students preparing to enter higher education in the UK. If you share INTO City, University of London's vision and ambitions, possess strong leadership and interpersonal skills, and a desire to work within an ethos of creative collaboration and partnership, and want to have a positive impact on young people, then we would be delighted to hear from you. Teachers are expected to work 37.5 hours per week in the Centre, 20 of which are teaching hours, to hold student tutorials, and to attend programme meetings and standardisation sessions as needed.

Salary

Within Band D at £30,000 per annum including London Weighting Allowance, 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.

For more information on this role including a full job description please visit:

www.intohigher.com/jobs.

If you feel you have the necessary skills and experience for this post, please send an up-to-date CV and covering letter and outline how your skills and experience match the person specification and what you would bring to the role, to: nathan.mcallister@intoglobal.com. Could you please also specify which course you are applying for.

You are advised to read the above criteria carefully and to tailor your application accordingly. Applications which do not meet the stated criteria will not be considered.

Closing dates for applications are as follows:

2nd June (12-week course)

30th June (8-week course).

28th July (4-week course).

However, interviews will be held as and when applications are received.

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 (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions

INTO is an equal opportunities employer.

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.