

Job description

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. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

Reporting Line

The English Language Teacher reports to the relevant Co-ordinator or Programme Manager.

Job Purpose

To teach English and English for Academic Purposes to international students on the Pre-sessional Programme.

Job dimensions

- Ability to teach across a range of programmes 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 different language levels;
- Ability to assess effectiveness of teaching skills against student progress and performance.
- 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.
- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with your line manager.

Key Accountabilities

- To teach English as a Foreign Language (EFL) to international students at the INTO Centre. Focus is on English for Academic Purposes (EAP), study skills and cultural awareness as appropriate.
- To design purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students;
- To prepare, select and use teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials);
- To assess students and provide both formative and summative evaluations. Design programme tests and assessment tasks as required;
- To provide oral and written feedback to students and other stakeholders (e.g. programme managers, academic schools, marketing staff, sponsors and parents);
- To develop reasonable rules of classroom behaviour and ensure they are consistently applied;

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- To provide academic support for international students 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);
- To 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);
- To provide teaching cover in the absence of other colleagues;
- To participate in the social programme where this is an integral part of the teaching-learning programme (e.g. accompanying trips and attending events);
- To participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions;
- To act as a positive ambassador for INTO;
- To liaise with the English Language Programme Manager and team to provide all required information in a timely manner;
- To participate in staff development and professional training as required;
- To provide support to all students;
- To attend Centre and section meetings as required.
- Adhere to the Centre Safeguarding policy, the UK national guidelines and legislation; relating to the care of children and vulnerable young adults studying at INTO GUC. All employees have a responsibility to safeguard and promote the welfare of all of our students regardless of age.
- **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

INTO Glasgow Caledonian University

Salary

Band D - £27,028 - £36,568

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.



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.

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 an enhanced Disclosure Scotland check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See the next page for the Person Specifications.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> ▪ Appropriate Enhance Disclosure Scotland PVG (Prevention of Vulnerable) check will be required prior to confirmation of appointment. ▪ Eligibility to work in and travel freely to and from the UK, ie valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> ▪ Undergraduate degree or higher ▪ Must hold a recognised EFL teaching qualification. This should be at Diploma level (e.g Cambridge DELTA) 	<ul style="list-style-type: none"> ▪ M.A. TESOL
Knowledge/Skills	<ul style="list-style-type: none"> ▪ Excellent command of written and spoken English. ▪ Must be able to teach across a range of programmes within the Centre (EAP/General English. 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. ▪ Ability to work under pressure and independently. ▪ Strong planning and organisational skills. ▪ Good basic IT skills. ▪ Self motivated. ▪ Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Understanding of working with different nationalities and cultures. • Overseas teaching experience.

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