

Job Description (Revised at 20 May 2019)

Teacher (English Language)

Context

INTO is a partnership organisation working with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. In long-term joint ventures we deliver pathway courses for international students that lead to undergraduate or postgraduate study. INTO invests in a global network that recruits students from many cultures.

Reporting Line

The English Language Teacher reports to the relevant Programme Manager.

Job Purpose

To teach English to international students on a range of programmes (e.g. Pre-Sessional English, In-Sessional English, Supplementary English and General English).

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 within the partner University;
- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with your line manager.

Key Accountabilities

- Teach English to international students at the INTO Centre. Focus is on English for Academic Purposes (EAP) but also incorporates General English and English for Specific Purposes (ESP) which entails teaching study skills and cultural awareness as appropriate. This includes students who are currently undertaking degree studies, those preparing for future university study and other students on customised courses as required;
- Design and 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 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;
- Provide academic and pastoral 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);
- 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, advising 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 (including Examination Boards).
- **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

Appointment will be at £27,553 per annum paid pro rata for a fixed term period.

Location

INTO Queen's University Centre, 2-8 Lennoxvale, Belfast, BT9 5BY.

Safeguarding

INTO Queen's is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and vulnerable adults. As part of our safeguarding procedures, applicants are asked to note that:

- Appointment will be subject to receipt of satisfactory references;
- All gaps in your application must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference request 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 an Enhanced AccessNI check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for Person Specification.

INTO QUEEN'S UNIVERSITY BELFAST
 QUEEN'S UNIVERSITY BELFAST
 2-8 LENNOXVALE
 BELFAST
 BT9 5BY

T +44 [0]28 9097 6850
F +44 [0]28 9097 6851
E into@qub.ac.uk
W intostudy.com/queens

Person Specification

We strongly advise that you read the Person Specification in conjunction with the accompanying Application Guidance Notes.

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate AccessNI disclosure will be required prior to confirmation of appointment. Eligibility to work in and travel freely to and from the UK. 	
Education/Qualifications	<ul style="list-style-type: none"> Undergraduate degree or higher. Must hold A recognised EFL teaching qualification at Certificate level. E.g. Cambridge ESOL CELTA. 	<ul style="list-style-type: none"> M.A. TESOL A recognised EFL teaching qualification at Diploma level. E.g. Cambridge ESOL DELTA and Trinity College London Diploma in TESOL, PGCE in TEFL. Other qualifications, including Masters level qualifications will be considered but they must meet the validation, entry requirements and teaching practice requirements of the DELTA – see ‘TEFL qualifying’ section, below for further details.
Experience	<ul style="list-style-type: none"> General teaching experience commensurate with the duties and responsibilities of the post 	<ul style="list-style-type: none"> Relevant and substantial teaching experience in the specified subject areas
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 and general needs of learners in an 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 and a team player. 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 working with different nationalities and cultures. Relevant overseas teaching experience