

Job advert

Teacher of English as a Foreign Language/Academic Purposes

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester are looking to recruit English Language/Academic Purposes teachers on both permanent and fixed term, full time and part time contracts. Positions are available from September 2019.

Requirements

We require enthusiastic and experienced, TEFL-Q qualified teachers to teach on our pathway programmes (English for Academic Purposes) and fulltime English programmes (Academic and General English). This will involve helping students develop their language and study skills within a range of contexts, although predominantly within an academic context. Experience of working in a wide variety of teaching contexts would be an advantage.

Salary

Grade D

Salary Banding **£27,028 - £36,568 (pro rata)**

Application Process

If you feel you have the necessary skills and experience for this post, please complete the application form which can be found <http://www.intohigher.com/jobs>. Send your completed application form to HR Manchester, INTO Manchester, Bridgewater House, 58/60 Whitworth Street, Manchester, M1 6LT, or email hrmanchester@into.uk.com.

Closing date for applications is 10am on Wednesday 26th June.

INTO MANCHESTER
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UNITED KINGDOM

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E intomanchester@into.uk.com
W www.intohigher.com/into-manchester

**Interviews will take place in the week beginning 8th July 2019.
Invitations to interview will be sent out by 5pm Wednesday 3rd July 2019**

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in employment/study 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 and a full job description 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

Teachers of English for Academic Purposes/ English as a Foreign Language

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. Many of the courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses. Centres also run stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester are looking to recruit English Language/Academic Purposes teachers on both permanent and fixed term contracts. Positions are available from September 2019.

Reporting Line

The teachers report to the relevant Programme Manager or Assistant Programme Manager

Job dimensions

To teach English to international students on a variety of programmes. This is to meet staffing needs on our academic pathway programmes which include Foundation, International Year One and Pre-Master's programmes, and also on our full-time General English and Academic English courses.

- 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 students' parents and other external stakeholders.

Key accountabilities and duties

- To teach English Language to international students who are preparing for future University study, following the syllabi provided.
- To teach on General English courses to international students who are working to improve their ability to use the English language within a wide range of contexts.
- 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;
- 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;
- To provide pastoral and academic support for international students as appropriate through the personal tutorial system.
- 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, advising logs, and UCAS references);
- To contribute to course and module development;
- 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 Academic Support Team to provide all required information in a timely manner;
- To provide support to all students;
- To attend regular staff and student representative meetings;
- To set and mark both formative and summative coursework, liaising with the Examinations Board as necessary and keeping reliable records of scores achieved;
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the Programme Manager;
- To liaise with the relevant Programme Manager in communications with the Examinations Board as necessary throughout the period of employment, marking examinations scripts, preparing results sheets and attending Board Meetings at the end of the academic cycle;
- To work throughout the period of employment with the programme manager on all aspects of module development;
- To contribute positively to the team to which they are assigned;
- To support the team's developmental objectives;
- To keep their own professional development up-to-date;

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

In general, teaching will take place in our Central Manchester premises, close to the Oxford Road Railway Station. Some meetings may be held in nearby offices. There may also be opportunities to attend other meetings in the different INTO centres around the UK.

Salary

Grade D

Salary Banding **£27,028 - £36,568 (pro rata)**

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.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in employment/study 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 Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport. 	
Academic qualifications	<ul style="list-style-type: none"> • Undergraduate degree or higher • A teaching qualification in EFL that meets the criteria for TEFLQ status*, as set out in the Accreditation UK handbook 	<ul style="list-style-type: none"> • MA/MSc TESOL
<p>*The criteria for determining if your qualification gives you TEFLQ status can be found on pp.46-7 of the 2016/17 Accreditation UK Handbook, downloadable at http://bit.ly/handbook1617. Please state your relevant TEFLQ qualification in the first line of your covering letter.</p>		

<p>Experience and achievements</p>	<ul style="list-style-type: none"> • Experience of teaching English to international students in a range of contexts • Experience of teaching English for Academic purposes at undergraduate or postgraduate level. • Experience of academic assessment and standards and of quality assurance procedures. • Demonstrable cross-cultural awareness and understanding. • A record of high achievement in teaching • Excellent command of written and spoken English. 	<ul style="list-style-type: none"> • Experience of working on programmes with continuous enrolment • An understanding and appreciation of private sector education. • A practical understanding of the Common European Framework of Reference and how it is used in ELT • Experience of syllabus design • Overseas teaching experience
<p>Skills</p>	<ul style="list-style-type: none"> • Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. • Proven planning and organisational skills, especially within the context of continuous enrolment • Ability to prioritise, meet tight deadlines, work under pressure, independently and, when necessary, with minimal resources. • Demonstrably high level of communication skills. • Good basic IT skills and familiarity with the use of technology within the classroom • The ability to work in a self-motivated manner to maintain, develop and enhance professional practice. 	<ul style="list-style-type: none"> • Experience of concise and purposeful report writing for agents, parents, UCAS applications and/or student sponsors • Ability to use learning technologies in the classroom and for students to access for self-study.
<p>Level of expertise</p>	<ul style="list-style-type: none"> • Demonstrable ability to work from a syllabus to design lessons, schemes of work and assessment • Demonstrable adaptability and flexibility to adapt the curriculum plan depending on the needs of the students. • Demonstrable ability to assess effectiveness of teaching skills against student progress and performance. • Demonstrable ability to innovate effectively within EAP and EFL teaching contexts 	<ul style="list-style-type: none"> • Experience of coursework-based assessment practices

	<ul style="list-style-type: none">• Demonstrable ability to self-reflect effectively in order to maintain and enhance both own teaching practice and that of colleagues• Demonstrable willingness to put in the time necessary to do the job• Demonstrable ability to solve problems• Demonstrable understanding of UK higher education and the needs and requirements of international students.• Demonstrable commitment and responsibility for promoting and safeguarding the welfare of children and young adults.	
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If you feel you have the necessary skills, experience and interest for this post, please send the application form ensuring you state the qualifications you have which meet the criteria for TEFLQ status as set out in the Accreditation UK handbook (available online) to:

Christine Atherton , INTO Manchester, Bridgewater House, 58/60 Whitworth Street, Manchester, M1 6LT, or email [hrmanchester@into.uk.com](mailto:hрманchester@into.uk.com)

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