

# Job advert

## Teacher of Architecture

**Permanent - Full-Time/Part-Time**

**Programme(s): International Foundation Architecture;  
International Year One in Architecture;  
International Graduate Diploma in Architecture**

### Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in modern teaching and accommodation facilities and has an established global network that recruits students from many cultures. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

### Requirements

To address demand and to grow our competencies within our teaching team we offer a fulltime post for a Teacher of Architecture. The post covers the whole range of pathways on the architecture programme: Foundation (preparation course for UG), International Year One (UG 1<sup>st</sup> year in Architecture) and Graduate Diploma (pre-master)

The successful candidate should have:

- a relevant graduate or post-graduate qualification in the subject
- a relevant teaching qualification and/or teaching experience in further or higher education
- an ability to contribute to all levels and subject areas of teaching: architectural design, architectural history and theory, architectural technology and architectural communication
- skills and experience to effectively teach international students
- a desire and the flexibility to contribute to a successful and fast growing educational establishment
- very good architecture related practical skills and theoretical knowledge
- very good Photoshop and CAD skills and the ability to setup relevant workshops
- experience and understanding in University requirements for studies in Architecture

Successful candidates must also be able to demonstrate a wider range of work-based competencies, in line with the core requirements across the INTO University Partnerships network. These include – **communication, teamwork, role and performance, solution and ideas and customer/student focus.**

Please refer to the attached Job Description for specific requirements.

## Salary

Pay Band	D
Pay Band Salary Range	£27,028 to £36,568

## Application Process

If you feel you have the necessary skills, experience and interest for this post, please download an application form from our website <http://into-corporate.com/jobs> and return to: [into.recruitment@ncl.ac.uk](mailto:into.recruitment@ncl.ac.uk)

For further details, a full job description and our Candidate Privacy notice please see <http://www.intocorporate.com/jobs>

**Closing date: 12:00 midnight Sunday 18th September 2019.**

**Interviews provisionally to be held week commencing 23rd September 2019.**

**Start date 1st October 2019**

You must have proof of right to work in the UK in order to be considered for this position. You will be asked to provide proof of this at interview stage.

## 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 Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

**INTO** 



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](http://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](http://www.into-giving.com).



**INTO NEWCASTLE UNIVERSITY LLP**  
THE INTO BUILDING  
NEWCASTLE UNIVERSITY  
NEWCASTLE UPON TYNE  
NE1 7RU



**T** +44 [0]191 208 7535  
**E** [into@newcastle.ac.uk](mailto:into@newcastle.ac.uk)  
**W** [www.intohigher.com/newcastle](http://www.intohigher.com/newcastle)

# Job description

## Teacher of Architecture

### Role Context

INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures. To work with the relevant team, and Programme Manager (PM) and Deputy Programme Manager (DPM) to provide high quality academic and pastoral provision for all students within the parameters of the agreed educational, commercial and recruitment targets.

### Reporting Line

The teacher reports to the Programme Manager/Deputy Programme Manager for Architecture Pathways

### Job Purpose

To teach Architecture and Architecture related knowledge and skills to international students across all architecture pathways within INTO Newcastle University architecture programme.

### Key Accountabilities

Role responsibilities

- Ability to teach across programmes which vary in intensity and class size.
- Ability to teach a variety of students from a number of countries and cultural backgrounds, different language and skill levels.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Up to 800 teaching contact hours per year (1.0 FTE).
- 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 within the partner University.
- Willingness to liaise if required with external stakeholders e.g. students' parents, University colleagues, IUP colleagues
- Ability to carry out administrative and record-keeping tasks associated with teaching and assessment including attendance, lateness monitoring, report completion, test invigilation, marks sheets completion, activity records, personal tutorial logs, and university applications
- Teach Architecture and Architecture related knowledge and skills to international students using a variety of teaching modes such as seminars, tutorials or lectures.

- Prepare, select and apply appropriate teaching-learning materials for international students in collaboration with the PM, DPM and colleagues.
- 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, and parents).
- Provide academic support for international students as appropriate through consultations and tutorials (e.g. guidance on study skills and academic expectations for University study, advice on where to seek additional academic support and information).
- Contribute to course and module development.
- Prepare and conduct field trips, including risk assessments and itineraries.
- Provide teaching cover in the absence of other colleagues.
- Be a positive ambassador for INTO.
- Participate in staff development and professional training as required.
- Attend Centre and section meetings as required.

**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 Newcastle University.

## Salary

Pay Band	D
Pay Band Salary Range	£27,028 to £36,568

**Please see next page for Personal Specification**

## Person Specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS check will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport.</li> </ul>	
<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate or higher degree.</li> <li>• Professional qualifications in Architecture.</li> <li>• Excellent command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• MA/MSc in Architecture</li> <li>• ARB accreditation</li> </ul>
<b>Experiences and skills</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and awareness of subject area.</li> <li>• Very good Architecture related practical skills and theoretical knowledge.</li> <li>• Excellent teaching, tutoring, presentation skills.</li> <li>• Confident written, verbal and graphical communication skills.</li> <li>• Confident IT, Photoshop and CAD skills and the ability to introduce and support students in appropriate application.</li> <li>• Ability to assess effectiveness of teaching skills against student progress and performance.</li> <li>• Awareness of the cultural differences amongst learners and aware of the needs of learners in the HE context.</li> <li>• Adaptability and flexibility to adapt the curriculum plan depending on the needs of the students.</li> <li>• Ability to work under pressure and independently.</li> <li>• Strong planning and organisational skills.</li> <li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HE teaching and working with different nationalities and cultures</li> <li>• Experience in teaching and tutoring in Architecture</li> <li>• Practical experience in Architecture</li> <li>• Ability and willingness to take on module leadership role for one or more academic content modules</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Communication</b> – spoken and written communication skills appropriate to working in teaching context</li> <li>• <b>Teamwork</b> – ability to work with other people and be self-aware of impact on others of behaviours and actions</li> <li>• <b>Customer/student focus</b> – preparedness for student as customer culture</li> <li>• <b>Role and Performance</b> – reflective and self-monitoring with skills and knowledge</li> <li>• <b>Solutions and Ideas</b> – pro-active and can-do approach to work</li> </ul>	

**INTO** 



**INTO NEWCASTLE UNIVERSITY LLP**  
THE INTO BUILDING  
NEWCASTLE UNIVERSITY  
NEWCASTLE UPON TYNE  
NE1 7RU

**T** +44 [0]191 208 7535  
**E** [into@newcastle.ac.uk](mailto:into@newcastle.ac.uk)  
**W** [www.intohigher.com/newcastle](http://www.intohigher.com/newcastle)

INTO NEWCASTLE UNIVERSITY LLP is a limited liability partnership registered in England and Wales, registered number OC325583  
Registered office: One Gloucester Place, Brighton, East Sussex, BN1 4AA, UK  
**Education provider sponsor number CKTK52NUO**