Job advert

Teacher(s) – Business and Accounting

Part time, 0.75FTE (9-16 hours of teaching per week, varying across the year)

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

We wish to recruit a Business and Accounting teacher for our International Foundation and International Year One Programmes.

You should ideally possess:

- a relevant postgraduate qualification in the subject;
- a relevant teaching qualification and/or teaching experience in a relevant HE, FE or school setting;
- skills and experience to effectively teach students from a variety of countries and cultural backgrounds, with different language levels;
- the ability to deliver to teach and run modules in Business and Accounting.

The role will include teaching through lectures, workshops and tutorials as well contributing to the design and preparation of teaching and assessment materials. You will also provide some degree of pastoral and academic support for international students.

We are willing to consider appointing more than one candidate (pro rata – 0.4FTE Business, 0.35FTE Accounting) to cover the range of skills required so please do apply if you feel confident teaching a selection of these topic areas.

Salary

Band D: £27,028 - £36,568 pro rata per annum, depending on skills, qualifications and experience.

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](http://into-corporate.com/jobs) and return to: intouea.recruitment@intoglobal.com

For further details, a full job description and our Candidate Privacy notice please see [http://www.into-corporate.com/jobs](http://www.into-corporate.com/jobs)
The closing date for all applications is 26th August 2019.

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 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
Teacher
Academic subjects

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 teacher reports to the relevant programme manager.

Job purpose
To teach (an) academic subject(s) to international students in a range of programmes, including pre-university and undergraduate and postgraduate preparation courses.

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 students from a variety of countries and cultural backgrounds, and with 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 within the partner University.

Key accountabilities
• Teach (an) academic subject(s) to international students at the INTO Centre. The teaching delivery is across a range of students from pre-university to undergraduate level.
• 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 course tests, examinations 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 support for international students as appropriate through consultations and tutorials (e.g. advice on language learning, study skills and academic expectations for University study, and 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, mark 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 and community engagement programmes (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 course 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 UEA. 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 University of East Anglia.

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