

## Job Description

# English for Academic Purposes Teacher

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**Teaching international students on pre-university pathway programmes**

17.02.14

### Context

INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing international students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders.

A wide range of programmes are delivered in the Centre including degree preparation courses and English for University Study. We teach international students in a high quality facility in Middlesex Street in central London.

### Reporting line

The teacher will report to an English Language Coordinator.

### Job purpose

To teach English for Academic Purposes to international students on a range of programmes within the INTO UEA London/INTO City University Centre. This may include programmes such as English for University Study, International Foundation, International Diploma or International Graduate Diploma. A strong background in teaching English for Academic Purposes is desirable.

### Job dimensions

- Ability to teach a students from a variety of countries and cultural backgrounds and with a range of language levels;
- Ability to assess effectiveness of teaching skills against students' progress and performance;
- Up to 800 teaching hours per year;

- Will be required to work with key stakeholders across other areas of INTO such as marketing, finance, student services; may also be required to liaise with students' parents, sponsors and other external stakeholders;
- Staff taking on additional roles (e.g. material production) may have their teaching adjusted accordingly, as agreed with their line manager.

### **Key accountabilities**

- Teach English for Academic Purposes to international students at the INTO UEA London/INTO City University London Centre. This includes students who are preparing for future university study and other students on academic courses, as required;
- Develop purposeful and appropriate schemes of work and lesson plans that provide for effective teaching strategies and meet the individual needs of students;
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied;
- Work in a team environment with English Language Coordinators and the Director of Studies to prepare, select and use appropriate teaching and learning materials for international students (including the use of textbooks, in-house materials and self-created materials);
- Contribute to course and module development;
- 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 to relevant staff (e.g. Director of Studies, Academic Director, English Language Coordinators, Programme Managers, Academic Support Team);
- Liaise with the English Language Coordinators, Academic Support Team and Academic Support Manager to provide all the required information in a timely manner;
- Provide academic support for international students, as appropriate, through consultations and Personal Tutorials (e.g. 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's progress reports, invigilation, mark sheets, attendance and activity records, tutorial logs, advising logs, and UCAS references);
- 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 in student and teacher inductions;
- Act as a positive ambassador for INTO UEA London/INTO City University London;
- Participate in staff development and professional training as required;
- Attend Centre and programme departmental 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

102 Middlesex Street, E1, close to Liverpool Street Station.

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.

See below for person specification.

## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>Appropriate CRB disclosure will be required prior to confirmation of appointment.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate degree or higher.</li> <li>Should have a recognised EFL teaching qualification – this must be at Diploma or Master’s level – eg DELTA, or an MA in TESOL.</li> </ul>	<ul style="list-style-type: none"> <li>PGCE teaching qualification.</li> <li>A familiarity of teaching students with a varying subject interests.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>Excellent command of written and spoken English.</li> <li>Must be able to teach across a range of programmes.</li> <li>Ability to assess effectiveness of teaching skills against student progress and performance.</li> <li>Must be able to teach varying levels and have sensitivity to potential language barriers.</li> <li>Awareness of the cultural differences amongst learners and be aware of the needs of learners in the international HE context.</li> <li>Ability to work under pressure and to work independently.</li> <li>Strong planning and organisational skills.</li> <li>Good basic IT skills with a strong knowledge of Microsoft packages and online learning platforms.</li> <li>Versatility and flexibility to adapt the curriculum plans depending on the needs of the students.</li> <li>Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme.</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 teaching international students.</li> <li>Understanding of challenges of teaching international students for whom English is a second language.</li> <li>Understanding of working with different nationalities and cultures.</li> <li>Knowledge of on-line learning platforms (Moodle is used in the Centre) – we also use the iPad as a teaching tool on some programmes, so familiarity with the use of new technologies in the classroom is desirable.</li> </ul>

## Key competencies

### 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