

Job description

Director of Studies (English for Academic Purposes)

Context

Building on the existing collaboration in Norwich, the University of East Anglia (UEA) and INTO University Partnerships (IUP) formed a Joint Venture to teach students in a high quality facility in Middlesex Street in central London. The Centre is also home to a Joint Venture with City University London, the London Academy of Diplomacy (LAD) and UEA London's Norwich Business School. In addition, the Centre hosts an MA in Creative Entrepreneurship. A wide range of programmes are delivered in the Centre including postgraduate and undergraduate degrees, degree preparation programmes and English for University Study.

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.

The Director of Studies will be responsible for the planning, quality, delivery and development of curriculum and resources for the English for Academic Purposes elements of a suite of pre-university programmes, including the International Foundation, International Graduate Diploma, International Diploma and associated Pre-sessional, In-sessional and English for University Study preparation programmes. While these pre-university programmes cover a range of subjects, there is a particular emphasis on business and associated areas. These programmes are validated by both UEA and City University London and are taught by Joint Venture staff.

Reporting line

The Director of Studies reports to the Academic Director.

Job purpose

The successful candidate will have responsibility for assisting the Academic Director with the management, oversight and development of taught programmes and related resources with regard to pre-university provision within the INTO UEA London/INTO City University London Centre, with particular oversight of the English for Academic Purposes provision

and progression advising. S/he will line manage the English Language Coordinators and the English Language Programme Managers.

Key accountabilities and duties

- Take responsibility for the strategic development of programmes containing an English/EAP component, with support from the Programme Managers, in order to maximise the academic quality and efficiency.
- To recruit, select and deploy all English teaching staff in accordance with procedures, and to oversee the management of their performance and continuous professional development.
- Manage the English Language Programme Managers and Coordinators and work with the pathway Programme Managers to improve standards and policies related to students' academic success.
- Liaise with the Academic Director and the UCAS Team on methods to strengthen progression to the partner universities or to other higher education institutions where relevant. Oversee the UCAS Team's partnership with teachers and personal tutors in the Centre.
- Provide the Centre Director and Academic Director with timely advice on all EAP matters relating to pre-university programmes in light of business needs.
- Develop effective working relationships with the marketing team and co-ordinate the delivery of English programmes in line with market needs.
- To ensure the accuracy of management information and the completion of all administrative/management processes within agreed timescales.
- To teach across academic programmes where required up to 400 hours per year, and contribute to the development of a collaborative teaching and learning environment to maintain and enhance the quality of the student learning experience.
- Liaise with the English Language Coordinators and English Programme Managers with planning regarding cover, leave and teaching allocation.
- To liaise with key stakeholders at the partner universities, with other appropriate external bodies and internally within the INTO company. Some relationships may also need to be developed with other external stakeholders.
- To act as the Centre's EAP representative at meetings across INTO's various Centres through managing curriculum review and quality assurance for EAP programmes against agreed content.
- Convene and chair necessary meetings of English Language managers and staff.
- Promote the development and use of VLE (Moodle) and other learning technologies related to EAP in coordination with the Learning Resource Centre staff, the Learning Technologies Coordinator and Programme Managers.
- Be the Acting Academic Director whenever the Academic Director is absent from the Centre. Maintain oversight of the Centre's academic programmes at this time, and make strategic decisions when necessary in his/her absence
- Have a flexible approach to work, including some unsociable hours.
- **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

£40,000

Location

INTO UEA London, 102 Middlesex Street, London E1 7EZ

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 next page for person specification...

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate CRB 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"> • Postgraduate qualification in relevant area – either a Masters or DELTA qualification. 	<ul style="list-style-type: none"> • PhD • PGCE teaching qualification.
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to lead and manage an English academic team in a fast changing environment. • A record of success in teaching to A-level standard and above. • A proven track record in promoting academic standards and implementing continuous quality improvement, professional development and change initiatives to enhance existing practices. • Experience in academic programme design and quality assurance. • Demonstrates ability to recruit and retain high quality staff in this sector. • Skilled as an enabler, facilitator negotiator with the ability to drive through and manager effective change. • Ability to build and manage relationships with peers, senior managers, university stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds. • Ability to work with multiple priorities at the same time and handle unexpected situations successfully • Consistently displays a positive approach to the working environment. • Demonstrates commitment to ethical professional practice. • Ability to put in place systems and processes that are effective and efficient and produce quality, timely management information. • Strong analytical and decision-making skills. • Good IT skills, and competence in the production and analysis of data. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Degree-level teaching experience • Experience of teaching international students • An awareness of issues in marketing educational services in an international context. • An awareness of accreditation processes, such as QAA and British Council. • Understanding of working in an international HE context.