

JOB DESCRIPTION

Job Title:	Assistant Head of English
Contract:	Full time, permanent
Remuneration:	£30,000-£32,000pa
Reports to:	LIPC Head of English
Working hours:	Core hours are Monday – Friday, 08:30 – 17:30
Location:	Leicester International Pathway College
Holidays:	6.6 weeks per annum pro-rata (including Public Holidays)

Job Purpose & Background

Oxford International and De Montfort University provide integrated programmes for international students at Leicester International Pathway College (LIPC), based on DMU's campus. These programmes prepare students for Bachelors and Masters Degrees, and contain courses to develop English language and Study Skills as well as subject modules.

LIPC are looking for an Assistant Head of English to join the college three years after its establishment and at a stage where it is expected to experience significant growth in student numbers. The post holder has an important contribution to make to the success of the College and of its students. All of the college's students will be seeking to develop their English skills as well as to adapt their learning style to a new and often very different academic environment. How well they progress in these studies will largely determine how successful they will be in achieving their goals.

The Assistant Head of English will be able to draw on the expertise built over 25 years across the Oxford International schools.

Main Duties & Responsibilities

Course Management

- The Assistant Head of English will be second in seniority within the EAP, Study Skills Department and will deputise for the Head of English in their absence
- The EAP & Study Skills department (including Pre-Sessional English) is the largest department within the college. The Assistant Head of English will form part of the EAP & Study Skills senior team and can expect significant management responsibilities related to the management of the courses to be delegated to him or her
- Support for the Head of English in fulfilling the Operational and Service Level Agreements (OA and SLA) and ensuring that the College meets the requirements of the QAA and other inspecting bodies
- Liaising closely with LIPC Student Support Team and DMU Services with regards to administrative, academic, and welfare issues

Team Management

- Significant contribution to the management of a team of full and part-time English and Study Skills teachers, the largest such group within the College's staff
- As a leader of the team of language and skills teaching, the candidate would be expected to teach 15 hours a week
- Communicating regularly with the members of the English and Study Skills team, including the organisation and leadership of regular meetings
- Ensuring that the members of the team create within their classrooms a lively, supportive and focussed environment in which students can pursue their academic goals while developing their language needs.
- Assisting the Head of English in planning for the scheduling of English and Study Skills classes in an appropriate and cost-effective manner

- Monitoring the delivery of English Preparation, English for Academic Purposes and Study Skills modules embedded in the academic programmes
- Ensuring that the assessment and monitoring of students' progress is conducted robustly and regularly and that students receive a high level of detailed and supportive feedback in a timely fashion
- Oversight and implementation of lesson observations for all college teachers
- Contributing strongly to the induction programme for all new staff and providing them with on-going support as members of the college team.

Resources

- Ensuring that team members have the resources, including teaching spaces, required for effective delivery of English and Study Skills elements of the programmes
- Significant contribution to the creation of effective teaching materials, assignments and valid summative assessments
- Advising the Head of English on the review of text books and the provision of additional general, printed and on-line resources to enhance the students' experience of their English and Study Skills classes
- Supporting the development of language and study skills resources within the Library/Learning Resources Centre at the University
- Ensuring engagement with the University's virtual learning environment and the building of materials associated with the ELPP and the English and Skills modules within the preparatory elements of the integrated bachelor's and master's programmes

Students

- Participating in the student induction programme per major intake and stressing the importance of the language and study skills elements in their programmes
- Baseline testing and the monitoring of subsequent student progress and the identification of those who are struggling so that they can be offered support as quickly and effectively as possible
- Identifying students in need of additional support and taking the appropriate actions to facilitate
- Dealing with issues such as Bad Academic Practice and Attendance

Assessment

- Benchmarking of English assessments in line with the CEFR
- Ensuring that both formative and summative assessments are scheduled sensibly throughout each term to make sure students find the schedule manageable
- Participating in the Assessment Boards at the end of each term and supporting the reporting function of the Head of English with material and analysis relevant to the work of the English and Study Skills team

In the fulfilment of the above responsibilities and performance of the related tasks the candidate will report to the Head of English.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on, and ways of working within, the role changes.

Person Specification

	ESSENTIAL	HIGHLY DESIRABLE	DESIRABLE
Qualifications	Master's degree in TEFL/TESOL or related	DELTA or Trinity Dip.	Qualification in TEAP
Experience	<p>At least five years' recent experience of teaching international students in the UK or elsewhere</p> <p>Team leadership/some managerial responsibilities in an educational context</p> <p>Confident in use of latest technological teaching aids</p>	<p>Curriculum and assessment development</p> <p>Materials Design</p> <p>Student welfare/extra-curricular activities</p> <p>Teaching in a further or higher education environment</p>	<p>Language testing e.g. as an IELTS examiner or higher</p> <p>Teaching within an embedded college</p> <p>Experience in working with multi-national/multi-lingual groups.</p>
Qualities	<p>Empathy with international students and an awareness of the needs/challenges they face</p> <p>Flexibility and adaptability</p> <p>Ability both to lead and to work within teams</p>	<p>The ability to coach and/or mentor less experienced tutors</p>	<p>Understanding of the higher education environment</p>

OIEG is committed to safeguarding and promoting the welfare of children. As part of our Safer Recruitment Policy you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.

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.