

Job Description

Deputy Programme Manager, International Foundation Programme INTO City, University of London

Context

At INTO City, University of London we provide a range of courses preparing international students for undergraduate and postgraduate study at City University - or at other Colleges and Universities across the UK. Our Centre, at 102 Middlesex St, London, E1 offers excellent teaching and learning facilities right in the heart of the City. We are a team of academic and professional support services colleagues who are committed to providing high quality teaching and learning to our students. We work together to ensure that our students are fully prepared for University level studies and that they have a first class 'all round' experience of study and life in London.

Reporting Line

The Deputy Programme Manager reports to the Foundation Manager.

Job Purpose

To provide academic leadership on Foundation pathway programmes, with the key role of managing, supporting, monitoring and appraising teachers in Business and Accounting.

Job Dimensions

- Ability to teach Business, Accounting or both. Teaching takes place across a range of classes varying in intensity and class size and includes lectures, seminars and tutorials.
- Ability to teach international students from a variety of countries and cultural backgrounds and at different English language levels.
- Line manager and take responsibility for the performance of teaching staff.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Ability to work with key stakeholders across City, University of London e.g. academic schools/departments, Course Directors, University tutors, Admissions Office, Student Progression staff and the International Office.
- Ability to work with key stakeholders across other functional areas of INTO University Partnerships such as marketing, finance, student services; may also be required to liaise with students, student's parents, sponsors and other external stakeholders.



Key Accountabilities - Teaching

- Teach Business, Accounting or both to international students at the Centre. This includes students who are preparing for future University study and other students on customised 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.
- Prepare, select and use appropriate teaching-learning materials for international students (including the use of print or electronic textbooks, in-house materials and self-created materials).
- Use the full range of learning technologies available in ways appropriate to the study programme and as provided for in syllabuses and other programme teaching guidance.
- 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. Academic Director, Programme Manager, academic schools, marketing staff, sponsors and parents).
- Ensure that the reasonable rules of classroom behaviour are consistently applied.
- 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).
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. but not limited to: student progress reports, test invigilation, marks 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 programme where this is an integral part of the teaching-learning programme (e.g. accompanying trips and attending events).
- Fully participate in and contribute to briefing sessions, student and teacher induction, and orientation and programme functions.
- Act as a positive ambassador for INTO City, University of London as required.
- Participate in staff development and professional training as required.
- Attend Centre and section meetings as required.

Additional Accountabilities

- Line manage and take responsibility for the performance of teaching staff.
- Take responsibility for classroom observations and feedback as directed by Programme Manager.
- Oversee the production of assessed work (assignments/exams) and ensure the marking and collation of marks are completed against agreed deadlines.
- Liaise with the appropriate contacts to ensure harmonisation between English language and subject specific content.
- Assist the Programme Manager with the co-ordination of the modules in the programme;
- Liaise with colleagues at partner universities and INTO Centres.
- Assist with staff development and professional training as required.
- Provide support in the development of course materials.
- Ensure teaching and assessment quality and standards are set, maintained and reviewed.
- Provide relevant support to all students.
- Liaise and cooperate with all relevant staff within the centre to enhance the teaching provision for students.
- Liaise with the Academic Support Manager to ensure all required information is provided in a timely manner.



- Ensure the administrative paperwork is completed including ensuring completion of student progress reports, assessment reports and attendance records.
- Deputise for the Programme Manager when required.
- Be a positive and cooperative team player with all staff at the INTO City, University of London Centre.
- **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

The INTO City, University of London Centre is based at 102 Middlesex Street, London E1 7EZ.

Salary

The post role is aligned to Salary Band E. Appointments are normally made with the £39,000.00 - £42,000.00 per annum pro rata range.

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.



Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS 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. 	
Education/Qualifications	<ul style="list-style-type: none"> • Postgraduate qualification in relevant area. Teaching qualification. 	<ul style="list-style-type: none"> • PGCE teaching qualification.
Skills/Knowledge	<ul style="list-style-type: none"> • Demonstrate leadership of teaching staff. • An excellent track record in teaching the relevant subject to A level standard or higher. • Must be able to teach courses varying in intensity and number of students. • Be aware of and sensitive to language barriers whilst teaching. • Excellent teaching, presentation, written and verbal communication skills. • Up-to-date knowledge and awareness of subject-related teaching methodologies. • Awareness of the cultural differences amongst learners and awareness of the needs of learners in the international HE context. • Self-motivated and ability to work independently. • A team player. • Versatility and flexibility to adapt the curriculum plan depending on the needs of the students. • Ability to make decisions around lesson content and sequencing, assessment of student performance and evaluation of teaching programme. • Demonstrate ability to manage and motivate effective teams in a fast changing environment. • Strong planning and organisational skills. • Experience of leading modules in FE or HE environment • Ability to communicate and influence others at all levels and ensure the message is clearly understood. • Good basic IT skills with a familiarity of Microsoft Office. • Ability to prioritise, meet deadlines and work under pressure. • Ability to build and manage relationships with peers, senior managers, University stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds. • An understanding of the needs of international students. • Committed to and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Understanding of challenges of teaching international students for whom English is a second language. • Understanding of working with different nationalities and cultures. • Experience of leading the delivery of pathway programmes in FE or HE environment