

Job Description

English for Academic Purposes Module Leader

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.

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

Reporting line

The English for Academic Purposes Module Leader will report to a Programme Manager.

Job purpose

To teach on and oversee the English for Academic Purposes module to international students on programmes within the INTO City, University of London Centre. This may include programmes such as Academic English (AE), International Foundation, 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 640 teaching hours per year;

- Ability to design EAP curricula and assessment;
- Ability to ensure the smooth running of the EAP module, including English assessments and marking, and accurate recording of scores
- Ability to communicate with and support a diverse team of EAP teachers on the EAP module, including new teachers.
- 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;

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.

Key accountabilities

- Teach English for Academic Purposes to international students at the INTO City, University of London Centre. This includes students who are preparing for future university study and other students on academic courses, as required;
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied;
- Work in a team environment with Programme Managers to prepare and select appropriate teaching and learning materials for international students (including the use of textbooks, in-house materials and self-created materials) for EAP modules;
- Contribute to course and module development;
- Develop purposeful and appropriate curricula, schemes of work and lesson plans for EAP modules that provide for effective teaching strategies and meet the individual needs of students;
- Set and manage deadlines for key points in the module (coursework submission, first marking, second marking, recording of scores);
- Assess students and provide both formative and summative evaluations. Design module tests and assessment tasks as required;
- Ensure standardisation and second marking procedures are carried out in accordance with QA requirements;
- Contribute to decision on student levels and progression;
- Point of contact for EAP teachers on the module for module information, including teaching and assessment issues.



- Communicate with EAP teachers on the module and organise meetings as required to ensure the smooth delivery of the module;
- Induct and mentor new EAP teachers on the module.
- Ensure lessons are covered in the absence of other colleagues;
- Provide oral and written feedback to students and to relevant staff (e.g. Programme Managers, Academic Support Team);
- Liaise with the 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);
- 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 City, University London;
- Participate in staff development and professional training as required;
- Attend Centre and programme departmental meetings as required.

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Salary Band D

Starting salary circa £34,537 which includes London Weighting Allowance.

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
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. 	
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or higher. • Should have a recognised ELT qualification – this must be at Diploma or Master’s level, e.g. Delta, or an MA in TESOL 	<ul style="list-style-type: none"> • PGCE teaching qualification. • A familiarity of teaching students with a varying subject interests.
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent command of written and spoken English. • Must be able to teach across a range of programmes. • Ability to assess effectiveness of teaching skills against student progress and performance. • Must be able to teach varying levels and have sensitivity to potential language barriers. • Awareness of the cultural differences amongst learners and be aware of the needs of learners in the international HE context. • Ability to work under pressure and to work independently. • Strong planning and organisational skills. • Good basic IT skills with a strong knowledge of Microsoft packages and online learning platforms. • Versatility and flexibility to adapt the curriculum plans depending on the needs of the students. • Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Experience of teaching international students. • Understanding of challenges of teaching international students for whom English is a second language. • Understanding of working with different nationalities and cultures. • 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.

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