

Job Profile

Job title	Maths Subjects Teacher		
Division/Dept.	University of Bradford International College		
Working hours	5 –20 hours per week during term time	Start date	ASAP
Annual leave	25 days per annum pro rata (Including Public Holidays)		
Reports to	Academic Director	Location	University of Bradford
Salary	Competitive	Closing Date	29 th October 2021 Interviews may be held prior to the closing date

Job purpose

The University of Bradford International College is a new joint partnership between the University of Bradford and Oxford International Education group and will welcome it's first cohort of students in September. We are seeking to appoint enthusiastic and motivated Maths subjects teachers to join our new teaching team on a full time or associate basis. Your role will involve teaching and assessing international students to ensure they are ready for their undergraduate or postgraduate courses with at the University of Bradford. You will support learners in all aspects of their educational studies using both pre-prepared materials, innovation within your teaching as well as utilising e-learning opportunities where appropriate. This is an exciting opportunity to be part of a new college with opportunities to help shape the project as we look to substantially grow over the next 12 months.

Based at the heart of University of Bradford's campus, UBIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to a variety of university Degrees, both Undergraduate and Postgraduate, at the University of Bradford. Our students will come from a wide range of countries providing an incredibly diverse community of learners. We strive for student achievement through providing the best possible student experience, professional staff and outstanding resources. Our success in this isn't possible without the commitment, dedication and collaboration of every member of staff.

If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application. Shortlisted candidates will be asked to complete a short pre-interview task. Candidates may be contacted before the official closing date and Interviews may also be held earlier than stated.

Main duties and responsibilities

- Plan and deliver Maths modules to international pre-university students from a range of linguistic, educational and cultural backgrounds
- Work with the Academic Director to develop new materials for a wide range of maths modules.
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners
- Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied
- Select, prepare, develop and use teaching and learning materials appropriate for international students
- Assess students throughout their modules, regularly creating, providing and marking both formative and summative evaluations

- Provide detailed oral and written feedback to students and other stakeholders, for example, the College Manager and Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Assist the development of module templates, schemes of work, assessment materials & Handbooks
- Populate the VLE (Canvas) with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes
- Adhere to both the University of Bradford and UBIC policies & codes of conduct for staff

Person specification		
	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure • Eligibility to work in and travel freely in the UK 	
Qualifications	<ul style="list-style-type: none"> • A degree in a maths-related subject, PGCE or equivalent teaching qualification. 	<ul style="list-style-type: none"> • Post Graduate qualification in a maths-related subject
Experience and knowledge	<ul style="list-style-type: none"> • At least 3 years relevant teaching & assessing experience, preferably within a UK further education context • Experience of on-line teaching 	<ul style="list-style-type: none"> • Recent experience of teaching in a university embedded international college • Experience of teaching Maths to cohorts of international students within an FE or HE setting.
Personal qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility and adaptability • Excellent communication skills, oral & written • Growth mindset and commitment to professional development • Ability to work as part of a team 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

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.

To apply

In the first instance please send a CV and covering letter to kdunkerley@oxfordinternational.com

The deadline for applications is Friday October 29