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| **Job description** | |  |
| **Job title** | EAP Teacher | |
| **School/Function** | School of Pathways | |
| **Location** | London (Regent House, WC1) | |
| **Responsible to** | Programme Leader | |
| **Responsible for** | Teaching English and Academic Skills | |

**Job description**

**Overall purpose**

The role of Lecturer in the School will be required to design, develop, and produce learning and teaching material and deliver either across a range of modules or within a subject area. The role will be hybrid (face-to-face or online) and has responsibility for ensuring that the students undertaking a specific module or unit engage with the module, fulfil their potential in terms of achievement of learning outcomes and enjoy a high-quality student experience. In addition, a lecturer may work more across a programme to support students in their learning journey.

**Specific duties and responsibilities**

**Teaching and Learning**

The post holder will

* Teach a number of sessions each week, including lecturers, seminars, tutorials.
* Maintain attendance registers for teaching sessions and work with the attendance team to ensure the accuracy of the information being entered for students on digital registers.
* Deliver/facilitate teaching sessions in line with the approved programme and module specifications
* Work in line with Regent Digital provisions including VLEs and MS Teams.
* Ensure that students are engaging in their sessions
* Develop teaching materials for modules.
* Update class notes and other materials and ensure that the VLE is regularly updated.
* Make suggestions through appropriate channels how to improve student academic experience.

**Assessment and Marking**

The post holder will

* Set assessments for students and ensure there is a 90+% submissions of assessments for all modules on time.
* Support the production of assessments for module/unit and ensure these are approved in accordance with the relevant procedures.
* Participate in standardisation meetings.
* Provide students with formative feedback as appropriate
* Mark summative assessments according to the approved assessment brief and provide timely and constructive feedback to students within the deadlines published by the Assessment Team.
* Identify cases of possible academic misconduct and escalate these according to the relevant procedure of assessment boards.

**Student support**

The post holder will

* Ensure any issues of student engagement or performance are addressed, signposting students to specialist College services as necessary.
* Field any pastoral requirements students may have, signposting them to relevant specialist College services as necessary.
* Monitor the progress of individual students’ Learning Support Plans, liaising with specialist services as necessary

**Quality assurance**

The post holder will

* Provide a module evaluation report at the end of each module
* Contribute to Programme evaluations as required.
* Engage with Programme Committee meetings, contributing towards continuous improvement of the students’ learning experiences and the identification of good practice which other programmes and Schools might usefully draw on.
* Engage with other parts of the College’s quality assurance and academic governance frameworks, as opportunities arise.
* Reflect on the outcomes of student module feedback questionnaires, identifying areas for improvement as well as good practice which colleagues might usefully draw on.
* Contribute to the accreditation of programmes and quality control processes.

**Scholarship**

The post holder will

* Engage in scholarship as required to support teaching activities and continually update knowledge.
* Extend, transform and apply knowledge applied from scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
* Develop ideas and find ways of disseminating and applying the result of scholarship.

**Managing people and resources:**

* As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
* Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
* Mentor colleagues with less experience and advise on personal development.
* Co-ordinate the work of others to ensure modules are delivered to the standards required.
* Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
* Exercise responsibility for the design and delivery of own modules and assessment methods considering established or agreed practice where necessary.
* Collaborate with colleagues on the implementation of assessment procedures.
* Advise others in strategic issues such as student recruitment and marketing.
* Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

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| **Person Specification** |
| **EXPERIENCE & PERSONAL QUALITIES**  *Essential:*   * Experience or knowledge of quality assurance and validation of HE modules / programmes * Experience or knowledge of higher education and ability to use a range of delivery techniques to inspire and engage students * Significant experience within a subject area relevant to the school * Positive attitude to colleagues and students * Communicate information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience * Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and others. * Ability to provide expert guidance to students and other work areas and to develop understanding and resolve complex problems. * Ability to achieve key performance indicators through persuasion and negotiation where no direct authority exists. * Ability to respond and adapt with agility to often rapidly moving events and developments in both the school and College * Excellent written and oral communication skills including networking and relationship building skills, both across the University and externally * Able to demonstrate both independent self-management and team working * Able to work with competing priorities and to tight deadlines * Demonstrates competences, core behaviours and supplementary behaviours that support and promote the University’s core values * Flexible to the needs of others * Innovative and creative     *Desirable:*   * Experience of research and enterprise activity * Evidence achievement or willingness to achieve high-quality publications or other outputs in research or practice * Able to participate in and develop external networks |
| **TECHNICAL KNOWLEDGE & SKILLS**  *Essential:*   * An appropriate level of digital capability and aptitude with practical experience of applications which aid student learning * Ability to communicate complex and conceptual ideas to a range of groups * Proficient in using IT to support own work and for application to technology-enhanced learning / teaching and research activities * Committed to a high-performance culture, fostering continuous improvement and driving quality   *Desirable:*   * Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students. |
| **EDUCATION & PROFESSIONAL QUALIFICATIONS**  *Essential:*   * First or Master degree or equivalent in cognate area; professional qualification e.g. CELTA /DELTA or equivalent. * Minimum two years’ experience of teaching English for Academic Purposes at one or more levels in the range of middle to higher education. * The ability to contribute to integrated teaching across curricula. * Demonstrable ability to undertake research and scholarly activity. * Demonstrable cross-cultural awareness and understanding. * A commitment to teamwork, to working flexibly and to seeking solutions to problems. * Excellent interpersonal, communication and presentation skills including experience in teaching English as a second language. * Competence in the effective use of Information and Communications Technologies (ICT). * Sufficient breadth and depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support. * Experience of teaching, curriculum development and quality management and enhancement in an HE environment. * Fellowship of the Advanced Higher Education (HEA) or willingness to work towards (within 12 months) * Appropriate digital skills in learning, teaching and assessment   *Desirable:*   * Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in some circumstances. * A minimum of 1 year’s team leadership experience * Teaching qualification or preparedness to work towards. * Membership of appropriate Professional Statutory Regulatory Body (PSRB) |
| **OTHER**   * Able to take a flexible approach to work (i.e., Conduct Intention to Study interviews; filling in when needed with teaching * A commitment to the principle of widening participation * A commitment to the College’s values and behaviours. * A willingness to work/travel across college sites * Some evening and occasional weekend teaching * A commitment to own professional development * Compliance with relevant Health & Safety issues; ability to contribute to ensuring that these are aligned with education activities; ability to contribute to ensuring that the school has a process for appropriate risk assessment in relation to education and student activity. * Ability to align with the College core values in all areas of work, and champion those behaviours in the school. |

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| Version | Updated | Author(s) |
| 1.0 | 14/09/22 | Head of Talent Acquisition |