



# Applicant Pack

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# Welcome to UGIC!

**Breaking down the barriers to learning to bring education to more people across the world.**

I am delighted that you are interested in working for University of Greenwich International College (UGIC). We offer pathway courses developing skills and knowledge that can lead to graduate and undergraduate courses at the University of Greenwich.

We are seeking inspirational teachers to join our academic team whose objective is to support our students to develop their curiosity and succeed in their studies. You will be passionate about your subject and want to engage our students in their learning to develop the skills and knowledge they need to thrive on their degree courses at the University of Greenwich.

UGIC is a vibrant college established in 2018 on the Maritime Campus of University of Greenwich. We are at a very exciting period of development for the college. In January 2023, we are moving to our own purpose-built building a short distance from the Maritime Campus. This will allow us to grow in number for September 2023 in a positive learning environment where we foster life long-learning.

Our aim therefore is to recruit ambitious teachers who want to make a difference to our students lives; to collaborate with the University Teams, UGIC's Student Support Team, and other members of the Academic Team to provide excellent learning opportunities and experiences for all our students.

As an academic community, we focus on the quality of the student experience. We work with the University and OIEG to provide professional development with the objective of excellent teaching learning and support. You will have opportunities to engage in, for example, teaching and learning conferences, and qualifications such as the PGCert HE.

I hope that you would like to be part of our enthusiastic, student-centred team. I am looking forward to meeting you and would be happy to have an informal discussion about the college prior to you making your application.

Dr Jacqui Ecoeur  
EdD, SFHEA, FSET, MA, PG Dip, DELTA, PGCE, BSc  
UGIC College Director

# Who We Are

University of Greenwich International College (UGIC) is operated by Oxford International Education Group in partnership with University of Greenwich. Founded in 1991, Oxford International Education Group supports students worldwide to achieve academic success through life-enhancing educational experiences.

**We aim to create environments that foster academic and personal development – enabling our students to achieve exceptional results. Therefore, we judge our success on our student's academic results and experience.**



## OVER 50,000 STUDENTS

Our courses help over 50,000 UK and international students achieve academic success every year

## 7 EMBEDDED COLLEGES

Since launching our first college in 2014, we have established 7 embedded colleges with exceptional universities

## 95% PROGRESSION RATE

In 2018/19, 95% of students who completed their course with us, progressed onto their studies with their chosen university

# What We Do

## University Partnerships

We develop highly successful embedded pathway colleges in partnership with universities and higher education preparation courses through Oxford International multi-articulation pathway colleges.

## Career Colleges

In Canada, we offer career-focused qualifications that help international students' to progress onto university with credits or to gain work experience and placement.

## English Language

Our outstanding schools and exciting social programmes ensure both adult and junior students develop their English whilst exploring different cultures and having fun.

## Education Services

Our education services provide universities with end-to-end recruitment, conversion and operations-processing functions to strengthen and scale international student acquisition.

## OI Digital Institute

Our online division offers secure online testing for university applicants, preparation courses for higher education and teacher training qualifications. Through partnerships with universities, we develop innovative programmes with a range of online and blended delivery models.



# Our Values

Oxford International has built a reputation as an industry-leading education provider. We're student-centred and truly committed to providing the very best in innovative learning experiences to every

**We take great pride in establishing a culture based on our core values. Our working ethos is passionate, caring and focused on delivering outstanding results for our students and stakeholders.**



We love what we do and strive for excellence



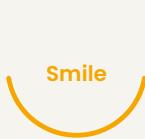
We build relationships through trust, honesty and respect



We are not afraid to be different and we celebrate innovation



We put our students and their goals at the heart of everything we do



...and we believe a smile goes a long way

# Our Mission

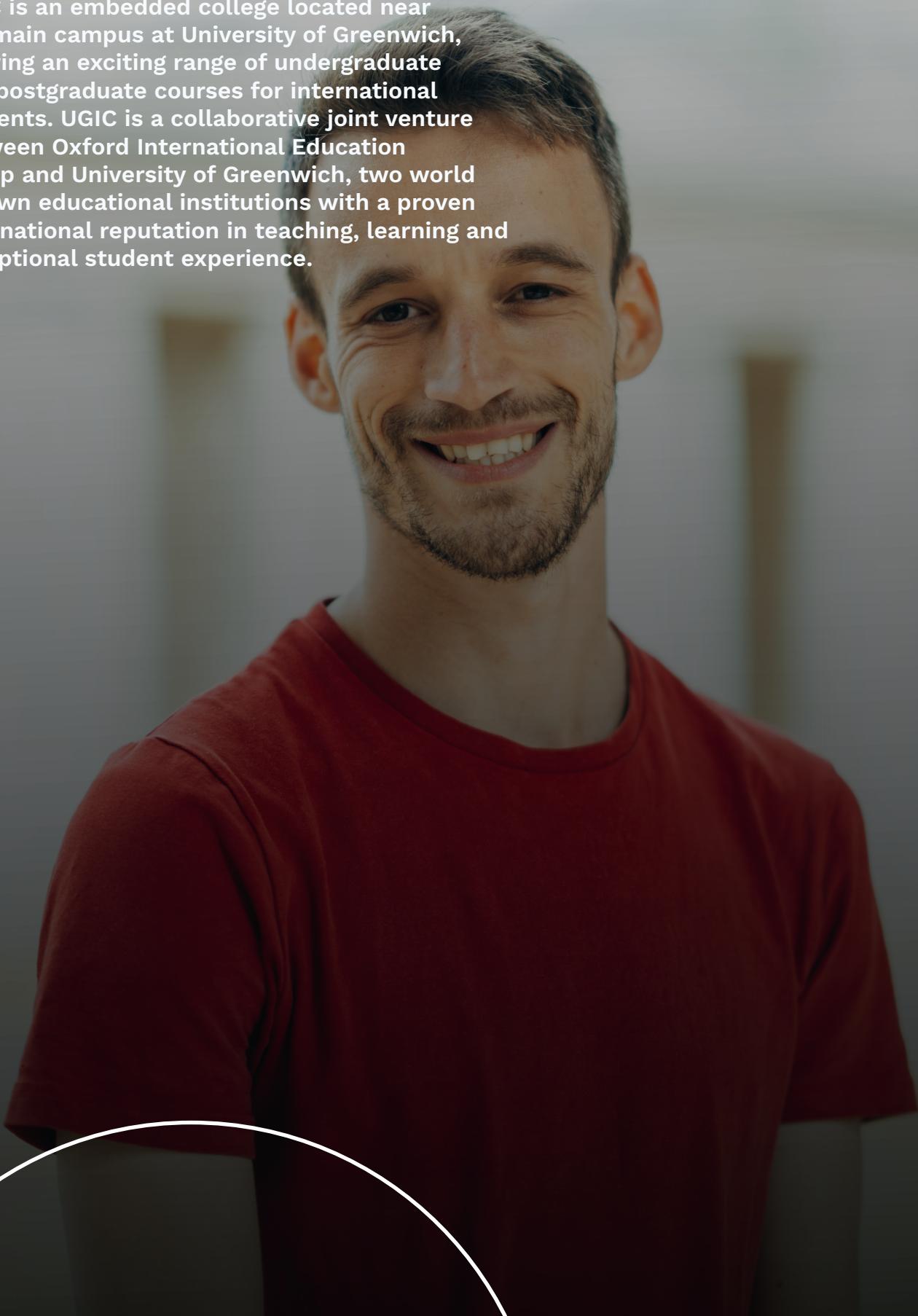
We will deliver innovative, high-quality education and services to unlock opportunities, build trusted partnerships and enable success for our students, our people, our partners, and communities around the world.

# Our Vision

We aim to deliver **Learning Without Limits**, by providing life-enhancing experiences to help students worldwide to develop personally and professionally and enrich their future opportunities.

# About UGIC

UGIC is an embedded college located near the main campus at University of Greenwich, offering an exciting range of undergraduate and postgraduate courses for international students. UGIC is a collaborative joint venture between Oxford International Education Group and University of Greenwich, two world renown educational institutions with a proven international reputation in teaching, learning and exceptional student experience.



# Why Work for UGIC?

The college is one of the largest of its type in the UK and has earned an outstanding reputation for preparing students for entry on to their chosen undergraduate and post graduate degrees.

**You will therefore be part of highly successful college that offers its staff a range of employee benefits which express our values and our commitment to being a great place to work:**

## Flexible Working



We provide flexible working options. Although remote work may not always be possible for operational reasons, we provide our staff & managers with a framework within which they can discuss homeworking arrangements.

## Pension



At Oxford International, everyone gets to enrol on one of the two pension schemes if they want: The People's Pension or Scottish Widows.

## Enhanced Annual Leave



We promote wellbeing in the workplace & ensure our employees have a good work-life balance by providing an enhanced holiday entitlement. In addition to annual leave our people get an extra day off to celebrate their birthday, buying a new house, or any special occasion!

## Family Pay



When our people become new parents they receive enhanced maternity, paternity or adoption pay that is above and beyond the statutory.

## Professional Development



We promote professional and personal development in a variety of ways, including giving all staff access to the LinkedIn Learning platform and supporting staff to take certified professional qualifications so that everyone can perform to the best of their availability and develop their careers.

## Cycle-to-Work Schemes



We have two Cycle-to-Work schemes that enable our employees to obtain a bike and cycling accessories in a way that saves them money through a simple tax efficient salary sacrifice scheme.

## Interest Free Loans – for Travel Season Tickets



For our people that commute regularly we can offer interest-free loans for season tickets.

## Eyecare Vouchers



Any colleague who regularly uses a monitor for work is entitled to an eye test paid for by Oxford International. We provide eyecare vouchers for Specsavers that cover the cost of the test and offer savings on glasses if needed.

## Employee Referral Scheme



Our employee referral scheme allows our employees to be rewarded for recommending someone to the organisation and who is subsequently hired.

## Employee Assistance Programme



Our Employee Assistance Programme offered through Health Assured provides our people with immediate, confidential, independent support for mental health and wellbeing.



# Job Description



<b>Job title</b>	Psychology Teacher		
<b>Division/dept</b>	University of Greenwich International College		
<b>Working hours</b>	Full time	<b>Start date</b>	Jan 2023
<b>Annual leave</b>	5.6 weeks per annum including public holidays		
<b>Reports to</b>	UGIC Academic Director	<b>Location</b>	Greenwich, London
<b>Salary</b>	£35360		

## Job purpose

Oxford International and the University of Greenwich have entered into an agreement to provide pathway programmes in the University's Greenwich Maritime campus. University of Greenwich International College offers a range of level 3, level 4 and level 6 undergraduate and postgraduate programmes for international students. Programmes offer a variety of Psychology and Study Skills modules ranged across these levels.

Teachers deliver lessons that prepare students fully for participation in the first and second year of their university programme as well as preparing students for master's programmes. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology in order to provide students with a varied, lively and purposeful experience. Teachers may also act as module leads for subject-specific modules.

## Main duties and responsibilities

- To be responsible for teaching, assessment, marking, academic development, module leadership, and scholarship in Psychology modules from Levels 3-6. Modules will contribute to study skills modules such as project studies and digital literacy.

## Other duties and responsibilities

- To deliver academic subject specific modules in one or various courses in Psychology to international students from a range of linguistic, educational and cultural backgrounds at one or various levels of study from level 3, level 4, and Level 6.
- 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 and use teaching and learning materials appropriate for international students and contribute relevant materials to the teachers' shared resource drive
- 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 Programme Co-ordinator, the College Manager, and Academic Director and College Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g., accurate attendance records, student progress reports, test invigilation)
- Using the course descriptor write a scheme of work, assessments and marking criteria to specified deadlines
- Populate the VLE (Moodle) with relevant materials for students to access

## Person Specification.

Attributes	Essential	Desirable	Measured By
<b>Statutory Requirements</b>	Eligibility to live and work in in the UK	Willingness to undergo a DBS check or overseas equivalent	Passport/DBS Application form
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Relevant experience of teaching <u>Psychology modules</u> at Levels 3 to 6 in a higher education environment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of a variety of teaching approaches.</li> <li>▪ Experience of module design, leadership, curriculum development and quality assurance process and procedures.</li> <li>▪ Proven industry experience in <u>Psychology</u>.</li> </ul>	CV and Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good Honours and Masters' degrees in <u>Psychology Science</u>.</li> <li>▪ For level 6 a relevant masters and PhD or substantial teaching and research or industry experience at that level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formal teaching qualification PGCE or Registered Practitioner of Advance HE.</li> </ul>	CV and Interview
<b>Other Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Ability to teach and supervise students' projects, labs and coursework up to master's level.</li> <li>▪ A flexible and innovative approach to teaching and learning.</li> <li>▪ An excellent presentation and communication skills.</li> <li>▪ Ability to lead, work as part of a team, and take on and accept responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven track record of publications in a relevant area of <u>Psychology</u>, related to course of study</li> <li>▪ A full commitment to real-world research impact and innovation in <u>Psychology</u></li> <li>▪ An ability to contribute to existing knowledge in <u>Psychology</u></li> <li>▪ High level of IT skills in context of e-computing and learning.</li> </ul>	CV Interview, and Presentation
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Empathy with international students and an understanding of their needs</li> <li>▪ Flexibility &amp; adaptability</li> <li>▪ Excellent communication skills, oral &amp; written. Commitment to the development of UGIC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the higher education environment</li> <li>▪ High level of IT skills</li> </ul>	Interview

*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. The post holder's responsibilities for safeguarding the welfare of the young students in their care are to adhere to the OIEG Child Protection Policy. All OIEG employees are subject to enhanced DBS check or overseas equivalent.*

*Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*Oxford International is an equal opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status*



# How to Apply

Please send a full and up-to-date CV to [r.e.humphreys@greenwich.ac.uk](mailto:r.e.humphreys@greenwich.ac.uk) together with a supporting statement that describes:

**1**

**How your experience to date have prepared you for this post**

**2**

**How you are qualified for this role**

**3**

**How you will ensure excellent academic progress and outcomes for your students**

University of Greenwich International College and Oxford International Education Group are committed to the safeguarding and welfare of young people and vulnerable adults and expect all staff, volunteers and contractors to share this commitment. Successful applicants will be expected to complete an enhanced DBS check.

# Connect With Us

[www.oxfordinternationaleducationgroup.com](http://www.oxfordinternationaleducationgroup.com)

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