# Job Description

**Teacher (Academic Subjects)**

## Context

**INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses.**

**Reporting line**

The teacher reports to the relevant Programme Manager.

## Job purpose

To teach (an) academic subject(s) to international students in a range of programmes, including pre–university and HE level courses.

## Job dimensions

* Ability to teach across a range of programmes varying in intensity and class size. This includes lectures, seminars and tutorials.
* Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels.
* Ability to assess effectiveness of teaching skills against student progress and performance.
* Up to 20 timetabled teaching hours per week. Additional contractual hours may be deployed to a maximum of 25 e.g. to provide cover for absence.
* Will be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services. May also be required to liaise with students’ parents and other external stakeholders.

## Key accountabilities

* Teach (an) academic subject(s) to international students at the INTO Centre. The teaching delivery is to a range of students from pre-university to HE level courses.
* Make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students.
* Prepare, select and use teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials).
* 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.

programme managers, academic schools, marketing staff, sponsors and parents).

* Develop reasonable rules of classroom behaviour and ensure they are consistently applied.
* Provide academic support for international students as appropriate through consultations and tutorials (e.g. advice on study skills and academic expectations for University study, and where to seek additional academic support and information).
* Act as a Personal Tutor, advising and supporting students in reviewing their academic progress and providing pastoral support, while maintaining appropriate boundaries, and signposting students to specialist welfare services.
* Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, mark sheets, attendance and activity records, tutorial logs, advising logs, and UCAS references).
* Contribute to course and module development, including preparation of module guides in liaison with the relevant Programme Manager / Academic Director.
* 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).
* Participate in and contribute to briefing sessions, student and teacher induction, and orientation and programme functions.
* Act as a positive ambassador for INTO.
* Liaise with the Academic Support team to provide all required information in a timely manner.
* Participate in staff development and professional training as required.
* Provide support to all students.
* Attend Centre meetings as required.
* **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**

102 Middlesex Street, London, E1 7EZ.

## Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

■ references will be followed up;

■ all gaps in CVs must be explained satisfactorily;

■ proof of identity and (where applicable) qualifications will be required;

■ reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;

■ appropriate suitability checks will be required prior to confirmation of appointment.

**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.**

## Person specification

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|  | **Essential** | **Desirable** |
| **Legal Status** | * Appropriate DBS disclosure will be required prior to confirmation of appointment. * Eligibility to work in and travel freely to and from the UK, e.g. valid UK passport. |  |
| **Education/**  **Qualifications** | * A degree in an area related to Business. * An appropriate postgraduate qualification (for teaching HE students). |  Teaching qualification  e.g. PGCE / equivalent.  ELT experience. |
| **Knowledge/**  **Skills** | * Must be able to teach across a range of programmes within the Centre. Modules Business Management, Economics, Marketing, Finance, Statistical Analysis for Business, Quantitative Methods, Law and Human Resource Management. The programmes vary in intensity and number of students. * Ability to assess effectiveness of teaching skills against student progress and performance. * Up to date knowledge and awareness of relevant teaching methodologies. * Knowledge of and applied good practice in subject teaching. * Awareness of the cultural differences and general needs of learners in an HE context. * Excellent teaching, presentation, written and verbal communication skills. * Adaptability 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, evaluation of teaching programme.  Self-motivated and a team player. * Ability to work under pressure and cope with change. * Strong planning and organisational skills. * Good basic IT skills. * Committed and responsible for promoting and safeguarding the welfare of children and young adults. | * Understanding of challenges of teaching international students for whom English is a second language. * Understanding of working with different nationalities and cultures. * Overseas experience. |