



International
College Dundee
University of Dundee



Oxford
International
Education Group

Applicant Pack

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Dr. Corinne Wales
ICD College Director

Welcome to ICD!

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

I am delighted you have expressed an interest in International College Dundee, where we offer pathway courses that offer an alternative route for international students to study for undergraduate and post graduate degrees. Situated beside the majestic River Tay, Dundee is Scotland's sunniest city. It also has the highest student ratios per head of population anywhere in the UK.

Here in International College Dundee, we are an aspirational community, one which is jointly created by our students and our staff. Our dedicated team of teachers ensure that each student is supported to achieve the academic success they strive for in their student journey. We are seeking teachers who are passionate about their subject and who enjoy being part of a vibrant, dynamic, and reflective learning and teaching community. Providing such a place is what underpins everything we do - a place with outstanding teaching, a brilliant student experience and fantastic support.

As a successful candidate you will be joining a growing team of dedicated teachers delivering innovative courses to international students with a diverse range of backgrounds from all over the world. You will be encouraged to embrace our ethos of reflective practice and, working with us, a teacher can expect wide and varied opportunities for professional development and progression.

Please do feel free to discuss any questions you may have prior to making an application.

Who We Are

International College Dundee (ICD) is operated by Oxford International Education Group in partnership with the University of Dundee. 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 student.

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 ICD

International College Dundee (ICD) is located on the campus of the University of Dundee. By working on campus, you'll be in the heart of the University and the city and be part of the enthusiasm and excitement that surrounds Dundee.



Why Work for ICD?

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.

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.

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.

Interest Free Loans – for Travel Season Tickets



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

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!

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.

Family Pay



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

Employee Referral Scheme



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

Professional Development

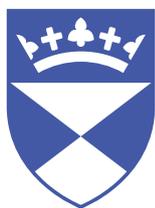


We promote professional and personal development in a variety of ways, including giving all staff access to the LinkedIn Learning platform and supporting staff to take certified professional qualifications so that everyone can perform to the best of their availability and develop their careers.

Employee Assistance Programme



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



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Job Description



Job title	Mathematics Tutor		
Division/dept	International College Dundee		
Working hours	To be agreed Part-time to Full-time available	Fixed Term	1 year, starting April 2023
Annual leave	5.6 weeks per annum including public holidays		
Reports to	Academic Pathway Manager (Sciences)	Location	Dundee
Salary	£33,000 pro rata		
Job purpose			
<p>Oxford International and the University of Dundee have entered into an agreement to provide pathway programmes in the University's City Centre campus. International College Dundee offers a range of first year, second year undergraduate and postgraduate programmes for international students at the University of Dundee and includes modules to develop English language and study skills as well as academic subject knowledge.</p> <p>The teacher will develop and deliver blended lessons (online and on campus teaching involved) that prepare students for active and effective participation in their later years of their undergraduate or master's degree at University of Dundee. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology to provide students with a varied, lively and purposeful experience.</p>			

Main duties and responsibilities
<ul style="list-style-type: none"> • Develop and deliver first year and second year level Mathematics and Data Analysis modules to international students from a range of linguistic, educational and cultural backgrounds • Coordination and monitoring of the specific content 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 and use teaching and learning materials appropriate for international students • Assess students throughout their modules, regularly creating, providing and marking both formative and summative assessments • Provide detailed oral and written feedback to students and other stakeholders, for example, the Academic Pathways Manager (Sciences) and the College Director, as required • Ensuring the assessment and monitoring of students' progress is conducted robustly and

regularly and that students receive a high level of detailed and supportive feedback in a timely fashion

- 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)
- Lead on the development of schemes of work, assessment materials & subject module guides
- Populate the VLE (Blackboard) with relevant materials for students to access and facilitate exemplary module delivery which will include live online classroom sessions.
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for International College Dundee programmes
- Adhere to both the University of Dundee and ICD codes of conduct for staff

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Willingness to undergo a PVG check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • A relevant Master’s degree to subject applied for 	<ul style="list-style-type: none"> • PGCE, PGDipHE or equivalent
Experience and knowledge	<ul style="list-style-type: none"> • Relevant teaching & assessing experience, preferably within a UK further or higher education context. 	<ul style="list-style-type: none"> • Recent experience of teaching in a university embedded international college
Personal qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility & adaptability • Excellent communication skills, oral & written • Commitment to the development of ICD 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills

For queries or further information about this role, please contact Dr. Zoe Morrison, Academic Pathway Manager (Sciences), z.morrison@dundee.ac.uk

For general application enquiries, please contact, Sarah Jowett, College Manager, icd-office@dundee.ac.uk

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.

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, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

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 z.morrison@dundee.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

International College Dundee 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

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-  twitter.com/oxford_int
-  instagram.com/oxford_international
-  OIEGChina666
-  linkedin.com/company/oxford-international-education-group/