

Job Profile

Job title	Law Teacher		
Division/dept	University of Greenwich International College		
Working hours	10 hours per week (5 contact hours)	Start date	29/04/2024
Annual leave	5.6 weeks per annum including public holidays pro rata		
Reports to	UGIC Law & Social Sciences Coordinator	Location	Greenwich
Salary	£36,774 p.a. equivalent		
Job purpose			
<p>We are seeking to appoint an enthusiastic and motivated Law teacher to join our teaching team. Your role will involve the teaching and assessing of international students to ensure they exceed targets. You will support learners in all aspects of their educational studies using both pre-prepared materials and innovation within your teaching as well as utilising a wide range of e-learning opportunities where appropriate.</p> <p>This is an exciting opportunity to be part of a growing college with opportunities to help shape the project as we look to substantially grow over the next 12 months. If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application.</p>			

Main duties and responsibilities

- Plan and deliver law to international pre-university students from a range of linguistic, educational and cultural backgrounds
- 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 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 (Moodle) 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

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 DBS check or overseas equivalent 	<ul style="list-style-type: none"> • DBS Update Service Membership
Qualifications	<ul style="list-style-type: none"> • A first university degree in a relevant subject • MA in a relevant subject 	<ul style="list-style-type: none"> • A recognised teaching qualification • Evidence of commitment to professional development
Experience and knowledge	<ul style="list-style-type: none"> • Relevant teaching experience in UK further or higher education • Experience of teaching using a range of effective strategies and classroom approaches. 	<ul style="list-style-type: none"> • Experience of teaching on a university pathways programme. • Experience of teaching international students
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 • 	<ul style="list-style-type: none"> • Commitment to the development of UGIC

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

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.

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