

# Job Description

## Pre-Sessional English Teacher

### Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures.

### Reporting line

The English Language Teacher reports to the Programme Manager.

### Job Purpose

To teach English for Academic Purposes to international students on one of our Pre-Sessional programmes:

- Pre-Sessional 10 week Programme: 26th June – 8th September 2017
- Pre-Sessional 6 week Programme: 24th July – 8th September 2017

### Job dimensions

- Ability to teach a variety of students from a number of countries and cultural backgrounds and different language levels.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Up to 25 teaching hours per week.

### Key accountabilities and duties

- 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, 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 language learning, guidance on study skills and academic expectations for University study, advice on where to seek additional academic support and information).
  - Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, marks sheets, attendance and activity records, tutorial logs, and advising logs).
  - Contribute to course and module development.
  - Provide teaching cover in the absence of other colleagues.
  - Participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions.
  - Be a positive ambassador for INTO.
  - Participate in staff development and professional training as required.
  - Attend Centre and section meetings as required.
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- **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

INTO Newcastle University

## Salary

£28,005 per annum (pro rata)

## 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.**

**See next page for Person specification**

## Person Specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment</li> <li>• Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport</li> </ul>	
<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree</li> <li>• A recognised basic EFL teaching qualification (e.g. CELTA or equivalent)</li> <li>• Excellent command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised advanced EFL teaching qualification (e.g. DELTA or equivalent)</li> <li>• Post graduate degree in Applied Linguistics and TESOL (or similar)</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and awareness of communicative English Language teaching methodologies</li> <li>• Knowledge of and applied good practice in both EFL and EAP</li> <li>• Awareness of the cultural differences amongst learners and aware of the needs of learners in the HE context</li> <li>• Relevant teaching experience, teaching international students for whom English is a second language</li> <li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults</li> <li>• Good basic IT skills</li> <li>• Excellent teaching, presentation, written and verbal communication skills</li> <li>• Adaptability and flexibility to adapt the curriculum plan depending on the needs of the students</li> <li>• Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme</li> <li>• Self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HE teaching and working with different nationalities and cultures</li> <li>• Experience of teaching English language overseas and especially EAP within an HE environment</li> </ul>

<b>Skills/Knowledge (Continued)</b>	<ul style="list-style-type: none"><li>• Ability to work under pressure and independently</li><li>• Strong planning and organisational skills</li></ul>	
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**Job Application on next page**

**INTO NEWCASTLE APPLICATION FORM**  
**PRE-SESSIONAL ENGLISH PROGRAMME 2017**

Name	
Address	
Phone	
E-mail	
Skype	

Where did you see our advertisement? Please tick:

- INTO website
- BALEAP website
- jobs.ac.uk
- other (please give details): .....

Which programme(s) would you like to be considered for? Please tick:

- 10 week Programme: 26th June – 8th September 2017
- 6 week Programme: 24th July – 8th September 2017

Do you have a CELTA (or equivalent)? Please give details:

Do you have a DELTA (or equivalent)? Please give details:

Do you have a MA in TESOL (or similar)? Please give details:

What EFL experience do you have? Please give details:

What EAP experience do you have? Please give details:

What Pre-sessional experience do you have? Please give details:

Do you have any other relevant qualifications or experience? Please give details:

Please give details of any dates you are unavailable for interview:

Reference Details:

Reference 1:	Reference 2:
Name:	Name:
Address	Address
Contact Number Email Address:	Contact Number Email Address:
Relationship to you:	Relationship to you:

**Additional Information**

Have you ever been convicted of a criminal offence? YES / NO (*declaration subject to the Rehabilitation of Offenders Act 1974*)

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature ..... Date.....

Please return your completed application by the closing date to:

HR Department, INTO Newcastle University, The INTO Building, Newcastle University, Newcastle upon Tyne, NE1 7RU or alternatively email: [into.recruitment@newcastle.ac.uk](mailto:into.recruitment@newcastle.ac.uk).