

Job Description

Preessional English Teacher

Context

At INTO City, University of London we provide a range of courses preparing international students for undergraduate and postgraduate study at City, University of London - or at other Colleges and Universities across the UK. Our Centre, at 102 Middlesex St London E1 offers excellent teaching and learning facilities right in the heart of the City. We are a team of academic and professional support services colleagues who are committed to providing high quality teaching and learning to our students. We work together to ensure that our students are fully prepared for University level studies and that they have a first class 'all round' experience of study and life in London.

A wide range of programmes is delivered in the Centre including degree preparation courses, Academic English and Preessional English.

Reporting line

The teacher will report to the Preessional English Programme Manager.

Job purpose

To teach English for Academic Purposes to international students on the intensive summer Preessional English programme within the INTO City, University of London Centre. Previous Preessional English teaching will be a distinct advantage.

Key accountabilities

- Teach Preessional English to international students at the INTO City, University of London Centre. These are students who have received conditional offers to study at City, University of London, but have not yet met the English language requirement;
- Develop purposeful and appropriate lesson plans that demonstrate effective teaching strategies and meet the individual needs of students;
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied;
- Work in a team environment with the Programme Manager and other Preessional English teachers to prepare, select and use appropriate



teaching and 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.
- Liaise with the Programme Manager to provide all required information in a timely manner;
- Provide academic and pastoral support for international students through tutorials;
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. mark sheets, attendance records and module files);
- Provide teaching cover in the absence of other colleagues;
- Participate in student induction;
- Act as a positive ambassador for INTO City, University of London

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.

Salary Band D

£28,216.00-£38,175.00; starting salary circa £30,000

Location

102 Middlesex Street, E1, close to Liverpool Street Station.

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 criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See below for person specification.

Person specification

	Essential
Legal Status	<ul style="list-style-type: none"> • Right to work in the UK and a UK bank account • Appropriate DBS disclosure will be required prior to confirmation of appointment
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or higher • DELTA or equivalent as a minimum qualification
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent command of written and spoken English • Ability to teach mixed ability groups and sensitivity to potential language barriers • Awareness of the cultural differences amongst learners and of the needs of learners in the international HE context • Versatility and flexibility to adapt the syllabus to meet the needs of the students • Ability to assess effectiveness of teaching skills against student progress and performance • Ability to work independently and under pressure • Strong planning and organisational skills • Good basic IT skills with a strong knowledge of Microsoft Word/Powerpoint and virtual learning environments • Commitment to safeguarding and student welfare