

## Job description

# Summer Discovery Course Lead, Pre-Masters Course (EAP and Research Skills)

### Context

INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders.

A wide range of programmes are delivered in the London Centre including postgraduate and undergraduate degrees, degree preparation courses and general English.

### Reporting line

The Course Lead reports to the Academic Director.

### Job dimensions

- Ability to teach business subjects across a range of classes varying in ability and class size. This includes lectures, seminars and tutorials;
- Ability to teach students from a variety of countries and cultural backgrounds and at different language levels;
- Ability to assess effectiveness of teaching skills against student progress and performance;
- Up to 14 scheduled teaching hours per week including field trips but excluding cover;
- Ability to design curricula and assessment for business students;
- Ability to organise and ensure the smooth running of the course, including timetabling, staffing and organising field trips and projects.
- Ability to communicate with and support a diverse team of teachers;



- Will be required to work with key stakeholders across other areas of INTO such as marketing, finance, student services; may also be required to liaise with students' parents, sponsors and other external stakeholders.

**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.**

### **Key accountabilities**

- Teach (an) academic subject(s) to international students at the INTO Centre. This includes students who are preparing for future University study and other students on customised courses, as required;
- Develop purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students;
- Prepare, select and use appropriate teaching-learning materials for international students (including the use of in-house materials and self-created materials);
- Assess students and provide both formative and summative evaluations.
- Provide oral and written feedback to students and other stakeholders (e.g. Academic Director, Programme Manager, 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. 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);
- Contribute to course and module development;
- Provide teaching cover in the absence of other colleagues;
- Organise and run the course to the required standard
- Work in a team environment with teachers on the course to prepare and select appropriate teaching and learning materials for international students (including the use of textbooks, in-house materials and self-created materials);
- Point of contact regarding the course for external stakeholders, Academic Support, Student Services, the Academic Director and teachers on the course.
- Liaise with external stakeholders, Academic Support Team and Academic Support Manager to provide all the required information in a timely manner;
- 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 Manager to provide all required information in a timely manner;
- Provide support to all students;



- Participate in staff development and professional training as required;
- Attend Centre and section 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**

Central London, 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.**

## **Salary Band D**

£29,357.00 - £39,717.00 pa PRO RATA

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>Appropriate CRB disclosure will be required prior to confirmation of appointment.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Postgraduate qualification in relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>PhD holder.</li> <li>PGCE teaching qualification.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>Must be able to teach across a range of programmes and subjects.</li> <li>Ability to assess effectiveness of teaching skills against student progress and performance.</li> <li>Must be able to teach courses varying in intensity and number of students with awareness and have sensitivity to potential language barriers.</li> <li>Excellent teaching, presentation, written and verbal communication skills.</li> <li>Up to date knowledge and awareness of subject- related teaching methodologies.</li> <li>Awareness of the cultural differences amongst learners and aware of the needs of learners in the international HE context.</li> <li>Self-motivated.</li> <li>A team player.</li> <li>Ability to work under pressure and independently.</li> <li>Strong planning and organisational skills.</li> <li>Enjoys the challenge of working in a changing environment.</li> <li>Good basic IT skills with a strong knowledge of Microsoft packages.</li> <li>Versatility 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>Committed and responsible for promoting and safeguarding the welfare of children and young adults.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of challenges of teaching international students for whom English is a second language.</li> <li>Understanding of working with different nationalities and cultures.</li> <li>Experience in leading and/or coordinating a course</li> </ul>

## Key competencies

### Leading and deciding:

- Deciding and initiating action
- Leading and supervising

### Supporting and co-operating:

- Working with people
- Adhering to principles and values

### Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

### Analysing and interpreting:

- Writing and reporting
- Applying expertise and technology

### Creating and conceptualising:

- Learning and researching
- Creating and innovating
- Formulating strategies and concepts

### Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

### Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks

### Enterprising and performing:

- Achieving personal work goals and objectives