

Job Description

English for Academic Purposes Teacher

Context

Newcastle University London is a new campus in the heart of the City of London which delivers business programmes from foundation to PhD level. NU London is a collaborative venture with INTO University Partnerships (IUP), an organisation working in partnership with leading British universities to delivery foundation programmes to prepare international 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.

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

Newcastle University London is looking to appoint an experience teacher of English for Academic Purposes to deliver programmes to students on preparatory foundation programmes leading to University undergraduate and postgraduate degrees.

Reporting Line

Will report to the English Co-ordinator on a day to day basis and will be line managed by the Pathway Director.

Job Purpose

To teach English for Academic Purposes to international students on one of our Pathway Programmes:

- International Foundation in Business
- International Year One – Business
- International Graduate Diploma

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 (up to 800 hours pro rata annually).

INTO®WORLD ADVANTAGE

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E newcastlelondon@ncl.ac.uk
W www.ncl.ac.uk/london

Key Accountabilities

- Teach English for Academic Purposes to international students at the Newcastle University London Centre. These students are preparing for future university study at both undergraduate and post-graduate level.
- Work in a team environment with the English Language Coordinator 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).
- Make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students.
- 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) in a timely manner.
- 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, advising logs, and UCAS references).
- Liaise with the English Language Coordinator, Director of Studies, Academic Support Team and Academic Support Manager to provide all the required information in a timely manner
- 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 Newcastle University London.
- 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.

Salary

Salary Band D - £29,944.00 - £40,512.00

Job Type

Full Time, Permanent

Location

Newcastle University London, 102 Middlesex Street, London E1 7EZ

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.

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 may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, 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.

Closing date: Thursday 21st June 2018

Interviews: Monday 25th June 2018

Applications: Interested applicants should send a CV and cover letter to: HR INTO

Middlesex Street (hr.intomiddlesexstreet@intoglobal.com)

Person specification

Legal status

Appropriate DBS disclosure will be required prior to confirmation of appointment.
Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport.

Academic qualifications

Essential:

- Postgraduate qualification in relevant area.
- Masters Degree or Delta Qualification

Desirable:

- PhD / Teaching qualification.
- A subject specialism in another academic area.

Experience

Essential:

- Experience of teaching EFL within an INTO Centre or Higher Education
- Experience of working with a wide range of student and staff groups
- Excellent interpersonal, written, oral and digital communication skills.
- Some understanding of Content & Language Integrated Learning and ideas on how this might relate to the teaching of English for Academic Purposes.
- Some knowledge of the core competencies in the BALEAP framework for teachers of English for Academic Purposes.
- Capability in the use of Excel for recording student exam scores.
- Ability to problem-solve and work on own initiative with minimum supervision.
- Proven track record of competent learning and teaching administration
- Ability to work equally well as an individual or as part of a team.
- Ability to be self-critical and reflective both in management and teaching.
- Sound pedagogic understanding of course design and teaching of EAP.
- Production of high quality resources to support teaching & staff development
- Fluency in the usage of electronic learning and its pedagogic applications
- Committed and responsible for promoting and safeguarding the welfare of children and young adults.

Required education:

Master's

Required experience:

Teaching EFL in Higher Education or INTO Centre: 1 year