



Job Profile

Job title	OIDI Online International Foundation Programme Teacher (Business)		
Division/dept	Oxford International Digital Institute (OIDI)		
Contract length	9 or 12 months		
Working hours	40 hours per week	Start date	6th December
Annual leave	25 days plus public holidays pro-rata		
Reports to	OIFP Programme Lead	Location	Remote (but UK-based)
Salary	£30k pro rata		

Job purpose

Oxford International Digital Institute (OIDI) will deliver a number of university partnership programmes that enable students to progress to study at a UK university. All programmes are built upon pedagogies of task-based learning and communities of practice to engage students in a rich learning experience.

OIDI is launching a new tutored Online International Foundation Programme (level 3) in Business, Applied Computing and Computer Science with a January 2022 start date. The programme will be delivered completely online using Moodle and various applications such as H5P in addition to live sessions delivered on Zoom. Students will progress to bachelor's level study at a range of UK universities.

In order to support this programme we are looking to bring in teachers who are qualified in their specialism and have a strong student-centered approach to their delivery. Teaching will comprise of two key components: 1) the delivery of a number of live sessions each week via Zoom; 2) the support and feedback for directed (asynchronous) learning activities on Moodle across each week, such as forums, individual responses to tasks and to foster high levels of engagement.

In addition, there is also the expectation of teachers taking on the role of a Module Lead for a small number of modules. The main focus is to be the person who coordinates the assessment cycle and advises on the quality of specialist learning materials.

While many of the Moodle learning activities will have been developed, there will still be a need to develop more. In addition, learning materials for live Zoom sessions are likely to require development.

The post holder will be an experienced subject teacher, ideally with some online teaching experience.

Business Modules include: Foundation Business & Management; Fundamentals of Marketing; potentially modules in economics and maths depending upon the background of the candidate.

Main duties and responsibilities

Teaching/Module Leadership

- Deliver academic subject modules in to international students from a range of linguistic, educational and cultural backgrounds on the OIFP (level 3)
- Take ownership of modules in the role of a Module Lead (teaching hours are reduced accordingly), playing a key part in module assessment procedures during the programme
- 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/positive learning environment
- 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 Programme Lead, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, test invigilation)

Materials Development

- Working under the direction of the Programme Lead, develop suitable learning materials using MS Office, Teams and other suitable applications for a range of OIDI programmes
- Design, select, prepare and use teaching and learning materials appropriate for international students and contribute relevant materials to the to the teachers' shared resource drive
- Deliver academic subject specific modules in to international students from a range of linguistic, educational and cultural backgrounds on the OIFP (level 3)
- Design and develop assessments and suitable marking criteria
- Populate the VLE with relevant materials for students to access

General

- Attend meetings with key staff including the PL, Learning Designer and the wider team as required
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for OIDI 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 good Bachelor’s degree and relevant postgraduate degree or equivalent professional qualification. • PG Cert in HE, Fellowship of the HEA or equivalent (e.g. a teaching qualification) 	<ul style="list-style-type: none"> • Evidence of commitment to professional development • A record of research evidenced by publications or similar
Experience and knowledge	<ul style="list-style-type: none"> • At least 3 years teaching at A ‘level, International Foundation, undergraduate or postgraduate level • Recent experience of teaching international students 	<ul style="list-style-type: none"> • Recent experience of teaching international students aged 17+ within a UK Further or Higher Education context • Experience of online delivery • Experience of Module Leadership (or similar)
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 • Commitment to the development of OIDI 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills

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