

Job Description

Pre-Sessional Academic English Teacher

Reporting line

Academic English Teachers report to the Programme Manager.

Job dimensions

Teaching:

- Prepare and plan lessons following the scheme of work and materials provided.
- Teach up to 25 hours per week (20 timetabled hours with the possibility of up to 5 hours cover).
- Set and mark homework tasks.

Assessment:

- Take part in marking and feedback standardisation sessions.
- Provide written formative feedback on assignment plans and first drafts.
- Discuss formative feedback in tutorials.
- Provide summative evaluation of assignment final drafts and presentations.
- Invigilate and mark reading and listening assessments.
- Take part in internal markers meetings.

Admin. and other duties:

- Take part in timetable handout.
- Take registers.
- Complete activity records.
- Deliver arrivals tutorials.
- Complete student progress reports.
- Attend all programme meetings.
- Complete end of programme feedback survey.
- Be a positive ambassador for INTO.

Professional development:

- Participate in a week-long teacher induction.
- Engage in drop-in, formal and peer observations.
- Attend regular teacher development sessions.

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.

Person specification

Legal Status	<p>Essential</p> <ul style="list-style-type: none"> • 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	<p>Essential</p> <ul style="list-style-type: none"> • Graduate status • A recognised basic teaching qualification (eg CELTA or equivalent) <p>Desirable</p> <ul style="list-style-type: none"> • A recognised advanced teaching qualification (eg DELTA or equivalent) • Post graduate degree in Applied Linguistics and TESOL (or similar)
General skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent command of written and spoken English • Good basic IT skills • Ability to work under pressure and independently • Committed to safeguarding the welfare of vulnerable adults
Role-specific skills	<p>Essential:</p> <ul style="list-style-type: none"> • Understand the programme goals, syllabus, scheme of work, lesson aims, materials and the links between them • Adapt given materials to students' needs • Plan & deliver s-centred classes • Complete all admin. task by deadlines • Plan ahead to manage the workload • Committed to own professional development <p>Desirable (training will be provided):</p> <ul style="list-style-type: none"> • Understand assessment criteria and apply to students' work • Provide prioritised, clear, focussed formative feedback
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Awareness of students' long-term needs • Awareness of own strengths & weaknesses <p>Desirable (input will be provided via the course materials):</p>

	<ul style="list-style-type: none"> • The research process • Key features of academic essays and presentations • Avoiding plagiarism while using sources • Academic reading and listening skills including note-taking
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Previous teaching experience • Provided formative, developmental feedback on students' written work <p>Desirable</p> <ul style="list-style-type: none"> • Teaching English language overseas • Teaching and/or working with different nationalities and cultures • Teaching within an HE environment, especially EAP • Experience of teaching on previous Pre-Sessional and/or other EAP preparatory programmes

Notes

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit www.into-giving.com