

## Job Advert

# Subject Teachers in Study Skills and Research Skills

**Full-time or part-time, fixed-term until August 2022 in the first instance.**

INTO University of Stirling has available two 0.5FTE or one full-time subject teaching positions for suitably qualified teachers to teach across various programmes in the subject areas of study skills and research skills. A full-time position may be offered to a candidate who is able to teach across multiple subject areas.

The ideal candidate will have the ability to teach across a range of SCQF levels from 7-10, varying in intensity and class size and have the ability to teach students from a variety of countries and cultural backgrounds, and with different language levels.

### Requirements

- Ideally a Masters qualification (or equivalent) in the relevant subject area.
- Experience of teaching online and VLE use.
- Ability to teach across a range of programmes varying in intensity and class size. This includes lectures, seminars and tutorials. Teaching may be face to face, delivered from our Stirling Centre, or conducted via virtual classrooms. Employees must be able to teach face-to-face at our centre in Stirling.
- Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels. Students may be studying in the UK or virtually from their home country, for the duration of the current pandemic restrictions.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- May be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services. May also be required to liaise with students' parents and other external stakeholders within the partner University.
- **An Enhanced Disclosure Scotland PVG (Prevention of Vulnerable Groups) check will be required prior to confirmation of appointment.**
- **Eligibility to work in the UK.**

### Salary

Salary Band D: £27,838 - £37,665

INTO UNIVERSITY OF STIRLING  
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## Application Process

If you feel you have the necessary skills, experience and are interested in apply for these posts, please send your **CV with a covering letter** saying why you are interested in working for INTO University of Stirling and why you are suitable for the position to Mary Donati, HR Manager at [mary.donati@stir.ac.uk](mailto:mary.donati@stir.ac.uk)

Interviews will be conducted online via Microsoft Teams.

Closing date for applications: 3 December 2021

Interview dates: 9 December 2021

“For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

## About us

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created ground breaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

## 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 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 Disclosure**

**and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

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](http://www.into-giving.com).

## Job description

# Subject Teachers in Study Skills and Research Skills

### Context

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### Reporting line

Subject teachers report to the Programme Manager.

### Job dimensions

- Ability to teach subjects in the area of study skills and research skills across a range of SCQF levels from 7-10, varying in intensity and class size. This includes lectures, seminars and tutorials delivered through a blended learning approach to learning and teaching;
- Ability to teach students from a variety of countries and cultural backgrounds, and at different language levels;
- Ability to assess the effectiveness of teaching against student progress and performance;
- Will be required to work with key stakeholders across the University Partners, including academic schools/departments and with university academics;
- be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services; may also be required to liaise with student's parents, sponsors and other external stakeholders;
- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with their line manager.

## Key Accountabilities

- Teach a range of subjects to international students at the INTO Centre. This includes students who are preparing for future undergraduate or postgraduate university study and other students on customised courses, as required.
- Develop purposeful and appropriate schemes of work and 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 digital materials and presentation on the VLE) that meet programme and module learning outcomes;
- 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. Academic Director, Programme Manager, marketing staff, sponsors and parents);
- 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, advising logs, and UCAS references);
- Contribute to course and module development as required by the Programme Manager;
- 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;
- Act as a positive ambassador for INTO;
- Liaise with the Academic Support Officer to provide all required information in a timely manner;
- Have an awareness of the study and pastoral support available to students;
- Participate in staff development and professional training as required;
- Attend Centre and team 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

INTO University of Stirling

## Salary Band D

£27,838 - £37,665

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INTO is an equal opportunities employer.

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## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• An Enhanced Disclosure Scotland PVG (Prevention of Vulnerable Groups) check will be required prior to confirmation of appointment.</li> <li>• Permission to work in the UK.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Honours degree (or equivalent) in relevant subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• Masters degree</li> <li>• PhD holder</li> <li>• PGCE or other teaching qualification</li> <li>• Experience of conducting research in applied settings.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Experience of teaching online and VLE use.</li> <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>• 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>• 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> </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