

Job Description

Reference: INTOQUB-FE-10-2021

Subject Teacher: Finance

Context

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.

INTO Queen's is a partnership with Queen's University Belfast established in 2009.

Reporting line

The Post holder will report to the relevant Programme Manager.

Job purpose

To teach Finance and Economics and other related modules to international students in a range of programmes, including undergraduate and pre Masters courses.

Job dimensions

- To teach Finance and related subjects, particularly in Economics, across a range of classes varying in intensity and class size. This includes lectures, seminars and tutorials;
- To develop teaching and learning materials and set and mark assessments in modules delivered;
- To teach a variety of students from a variety of countries and cultural backgrounds and at different language levels;
- To have the flexibility to teach face to face and online, if required;

- To assess effectiveness of teaching skills against student progress and performance;
- Will be required to work with key stakeholders across the University Partners (e.g. academic schools/departments, INTO Queen's University);
- Will be required to work with key stakeholders across other functional areas of INTO Queen's such as marketing, finance, student services and academic support;
- Will be required to carry out administrative duties related to their role as a teacher.
- Applicants will be considered for full or part time positions.

Key accountabilities & duties

- Teach Finance and Economics modules to international students studying on INTO Queen's University pathway programmes. This includes students who are preparing for future University study;
- 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 textbooks, in-house materials and self-created materials);
- Teach face to face and online, if required;
- 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
- 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 and UCAS references);
- Contribute to course and module development;
- Provide teaching cover in the absence of other colleagues
- Attend Centre and Programme meetings as required.
- 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;
- Liaise with the Programme Manager to provide all required information in a timely manner;
- Participate in staff development and professional training as required;
- Attend meetings and committees as required
- Adhere to all company policies and procedures including those in relation to your own and others' health, safety and wellbeing.
- Comply with General Data Protection Regulations in relation to student and company data.
- **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 Queen's University Belfast, 2-8 Lennoxvale, Belfast, BT9 5BY.

Salary

Salary Band D: £27,838 to £37,665 per annum (full time equivalent, paid pro-rata as relevant).

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 request 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 an Enhanced criminal record check from AccessNI before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate enhanced AccessNI disclosure will be required prior to confirmation of appointment. <input type="checkbox"/> Eligibility to work in, and travel freely to and from the UK, e.g. valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Postgraduate qualification in relevant area – Finance or equivalent. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teaching qualification e.g.: PGCE or equivalent <input type="checkbox"/> PhD
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Teaching at FE or HE level. 	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant and substantial experience in the specified subject area <input type="checkbox"/> Teaching or instructing students whose first language is not English.
Knowledge/Skills	<ul style="list-style-type: none"> <input type="checkbox"/> Must be able to teach Finance and Economics subjects across a range of programmes. Modules to be taught include Financial Econometrics, Financial and Economic Strategy, Financial Market Theory and Investment Analysis and Price Theory. <input type="checkbox"/> Ability to assess effectiveness of teaching skills against student progress and performance. <input type="checkbox"/> Must be able to teach courses varying in intensity and number of students, with awareness of and sensitivity to potential language barriers. <input type="checkbox"/> Excellent teaching, presentation, and written and verbal communication skills. <input type="checkbox"/> Up-to-date knowledge and awareness of subject-related teaching methodologies. <input type="checkbox"/> Awareness of the cultural differences amongst learners and awareness of the needs of learners in the international HE context. <input type="checkbox"/> Must be self-motivated and a team player. <input type="checkbox"/> Ability to work under pressure and independently. <input type="checkbox"/> Strong planning and organisational skills. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to teach related areas including, Accounting and Statistics. <input type="checkbox"/> Experience of online teaching <input type="checkbox"/> Understanding of challenges of teaching international students for whom English is a second language.



	<ul style="list-style-type: none"><input type="checkbox"/> Good basic IT skills with a strong knowledge of Microsoft packages with a view to online delivery.<input type="checkbox"/> Versatility and flexibility to adapt the curriculum plan depending on the needs of the students.<input type="checkbox"/> Ability to make decisions around lesson content and sequencing, assessment of student performance, and evaluation of module delivery.<input type="checkbox"/> Committed to and responsible for promoting and safeguarding the welfare of children and young adults.	
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