

# Job advert

## International Foundation Programme Manager (Cross-curricular provision)

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.

### Requirements

We are looking for a Programme Manager to join our International Foundation programme management team and to support the Programme Director in the ongoing development of our provision. The management team's mission is to provide first class academic and pastoral provision for all students with a view to securing the best possible outcomes for all. In order to achieve this, our managers are required to provide academic leadership and operational oversight across a broad academic and pastoral curriculum. Managers work to ensure that high standards are achieved and maintained in the areas of quality assurance, student outcomes, student experience and staff engagement; and to ensure that opportunities for enhancement are identified and systematically targeted.

The successful applicant will be a positive, flexible and experienced team player with a proven record of high quality teaching. They will be able to evidence their successful

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commitment to working collaboratively in the pursuit of ambitious goals and their ability to find solutions to the challenges they meet on the way.

Appropriate DBS and proof of eligibility to work in the UK will be required prior to confirmation of appointment.

**Salary: Band E (£37,014.00 - £50,079.00) pa.**

**Application Process:**

If you feel you have the necessary skills, experience and interest for this post, please complete an INTO Manchester Application Form which can be found in the **UK - INTO Manchester** how to apply section of <https://intoglobal.com/jobs> and email your completed form to our HR department at: [hrmanchester@intoglobal.com](mailto:hrmanchester@intoglobal.com).

**Closing date: Friday 4<sup>th</sup> February 2022, 10am**

**Interview dates: week commencing 28<sup>th</sup> February 2022**

**Safeguarding**

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be satisfactorily explained;
- 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.**

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

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

## Job description

# International Foundation Programme Manager (cross-curricular provision)

### Context

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

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### Reporting line

The International Foundation Programme Manager (cross-curricular provision) will report to the International Foundation Programme Director.

### Job dimensions

The post will require the successful candidate to work with the Programme Director as a key member of the Foundation Year management team. The primary goal of this team is to provide first class academic and pastoral provision for all students, within the parameters of

the agreed educational, commercial and recruitment targets, in order to secure the best possible outcomes and the best possible experience for all stakeholders.

The Foundation Year is made up of subject modules which are allocated to students, depending on the degree programme onto which they aspire to progress; and of cross-curricular provision such as ICT, Maths, EAP/study skills, as well as the delivery of tutorials that serve both pastoral and academic functions. We are looking for someone to take a lead on elements of this cross-curricular provision. A background of teaching or managing in these areas is not required.

The role will involve day-to-day operational team management and full and effective participation in the broader management team of the Foundation programme. It will also involve working alongside other managers within the centre to ensure that we are driving forward the centre's objectives. It will be student-facing and will involve teaching on one or more of the modules or areas of provision that make up the Foundation Programme.

The successful candidate will need to demonstrate strong skills in effective communication, leadership, data analysis, creative problem-solving, and a firm commitment to teamwork. Flexibility, adaptability and a positive determination to deliver on objectives are equally vital in the role.

## Key accountabilities and duties

### Academic, Teaching and Resource

- Develop, lead and manage the allocation of our cross-curricular teaching support for international students on the International Foundation programme in the most efficient and effective way (particularly with reference to timetabling and staff deployment) to ensure quality provision with an understanding of the centre's commercial imperatives and required student satisfaction levels.
- Ensure that the delivery and content of cross-curricular provision is relevant to the commercial and customer service objectives of INTO and its university partnerships and meets the need of our international students.
- Ensure that all aspects of the cross-curricular delivery meet the highest requirements within whatever limits may be placed.
- Be responsible for the production of any assessments required in the appropriate cross-curricular area and for ensuring that marking and collation of marks are completed against agreed deadlines in the most effective and efficient way to the required quality standards
- Manage all aspects of the quality assurance and validation process relating to the cross-curricular provision within the remit to ensure that appropriate action is taken to maintain the continuous improvement of standards (including the planning process, being responsible for all relevant programme reports, conducting class observations and providing feedback)
- Lead on producing and monitoring performance data with a view to ensuring, through liaison with the IFY management team, that appropriate interventions are in place to support students throughout their courses
- Coordinate and integrate the use of the VLE as a means of support for students in line with the commercial and customer service targets of the centre.

- Be responsible for the organisation of support materials on the VLE in the most effective and efficient way to the required quality standards. Encourage the development and use of VLE and other learning technologies.
- Prepare our international students for university study by using appropriate teaching methodologies and teaching material.
- Contribute towards the Centre's teaching resource, providing role model behaviour in relation to the quality and standards of work.
- Teach up to 12 hours per week as required.
- Ensure all necessary texts, teaching materials, software and licenses are produced, catalogued and securely maintained. To be accountable for the availability of appropriate reading resource through supplementary booklists and resources.
- Play a lead role in the organisational review processes, ensuring quality and standards remain the utmost priority.
- Carry out effective programme evaluation (e.g. feedback from students, teaching staff).
- Be responsible for the student disciplinary, attendance monitoring and complaints procedures for the programme in liaison with the Programme Director.
- Work closely with appropriate colleagues to ensure that staff teaching across the curriculum are trained and supported to give students best experience and outcomes in relation to the UCAS process and progression.
- Work closely with colleagues to ensure a holistic approach to supporting students is embedded.
- Convene, chair and contribute to meetings as appropriate.

### People Management

- Lead, manage, develop and motivate staff to deliver high quality performance in all areas.
- Develop effective teamwork across the teaching team and work effectively with other teams within the Centre.
- Lead and develop the academic management team of the programme area.
- Line manage a team working on the programme.
- Be responsible for the recruitment, induction, development and performance management of academic staff in liaison with the Programme Director.
- Be responsible for ensuring a consistent quality in all reports produced by colleagues delivering the cross-curricular content.
- Work with other managers and the Academic Director on all aspects of academic staff development.
- Provide staff with on-going support and guidance with regard to programme goals, curriculum, materials and methodology.

### Student Experience

- Provide support for our international students with regard to pastoral care, academic guidance and student discipline to enable students to be able to make the most informed choices.

- Monitor and review all academic and pastoral systems and process for the programme to ensure that our international students receive the best care and ensure we meet the agreed service standards.
- Be responsible for putting in place support systems for students who require additional academic support, following up on students who do not engage with such support and reporting to the Programme Director on the effectiveness of such support systems through comparative statistical data, with a view to improving such systems year on year.
- Ensure that all our international students are adequately prepared to pursue their chosen career or university course.
- Assist with developing and be responsible for implementing effective student feedback systems to inform review processes.
- Work collaboratively with teachers to ensure that processes and systems to track, record and report on students' progress and attendance are delivered effectively.
- Contribute to the overall management of our international student expectations to achieve the highest possible student satisfaction.

### Other

- Maintain good relationships with all stakeholders, internal and external, acting as a positive ambassador for INTO and for INTO Manchester
- Be responsible for effective statistical analysis of student profiles, performance and progression data (including working to devise solutions to challenges highlighted by such data analysis).
- Be responsible for own professional development with regards to developments in teaching and apply those appropriately to the Centre.
- Be a key member of the Centre management team, contributing to the development and implementation of the Centre Operational Strategy, the formulation of the annual budget and the annual team plan for the Programme.
- Assist with the communication of relevant team and Centre plans.
- Some overseas travel may be required

### Location

INTO Manchester centre, Whitworth Street, Manchester.

### Salary

**Band E (£37,014.00 - £50,079.00)**

## Safeguarding

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See next page for person specification

## Person specification

	Essential	Desirable
<b>Legal status</b>	Appropriate DBS will be required prior to confirmation of appointment; Eligibility to live and work in the UK.	
<b>Academic qualifications</b>	Undergraduate Degree or higher. Appropriate Teaching qualification.	Postgraduate qualification.
<b>Experience and achievements</b>	Substantial leadership and management experience at foundation or equivalent level  A record of success in teaching across a range of levels and in appropriate subject areas ( <i>see INTO Manchester website for details of subjects taught on the International Foundation programme</i> )  Experience of effectively recruiting, managing and motivating a team of teachers in a fast-changing environment.  Experience of delivering quality guidance and pastoral support to students on academic progress.  Experience of tracking and reporting effectively on students' academic performance.  A demonstrable understanding of the International UK higher education and the needs and requirements of international students.  Proven commitment and responsibility for promoting and safeguarding the welfare of children and young adults.	Experience of teaching overseas.  Experience of overseeing the effective use of a VLE to positive effect on student learning
<b>Skills</b>	High level IT skills and competence in production and analysis of data.  Excellent planning and organisational skills and the ability to work under pressure.  Good analytical and decision-making skills, combined with sound judgement.  Excellent communication skills, oral and written.	

<p><b>Expertise</b></p>	<p>Ability to demonstrate good leadership and interpersonal skills.</p> <p>Ability to communicate and influence others at all levels and ensure the message is clearly understood.</p> <p>Ability to put in place systems and processes that are effective and efficient and produce timely management information of high quality.</p> <p>Ability to maximise the efficiency of resources available within the agreed constraints.</p> <p>Ability to balance the need to deliver quality programmes within the agreed budgets.</p> <p>Skilled and effective stakeholder management with peers, senior managers, University stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds.</p> <p>Ability to develop systems to monitor and respond to student feedback.</p> <p>Ability to think and plan ahead and contribute to the Centre's operational strategy.</p> <p>Ability to remain highly motivated by and respond effectively to the challenge of working with international students.</p> <p>Ability to be creative, passionate, quick thinking, driven by energy and enthusiasm – coupled with personal warmth and approachability.</p>	
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