

Job description

Business Studies Teacher

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

Reporting line

The Business Studies teacher will report directly to the relevant manager(s) for the International Foundation Programme.

Job dimensions

- Ability to teach across a range of programmes varying in intensity and class size. This includes lectures, seminars and tutorials.
- Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels.
- 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.

Key accountabilities and duties

- Teach (an) academic subject(s) to international students at the INTO Centre. The teaching delivery is to pre-university level.
- Make purposeful and appropriate lesson plans, following the specified syllabi that provide for effective teaching strategies and meet the individual needs of students.
- To follow the scheme of work provided and adapt it to the teaching circumstances as necessary.
- Prepare, select and use teaching/learning materials for international students (including the use of textbooks, in-house materials and self-created materials).
- Assess students and provide both formative and summative evaluations; liaise with the Examinations Board as necessary and keep reliable records of scores achieved. Design programme tests and assessment tasks as required.

- Provide oral and written feedback to students and other stakeholders (e.g. programme managers, academic schools, marketing staff, sponsors and parents).
- 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. advice on language learning, study skills and academic expectations for University study, and 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, mark sheets, attendance and activity records, tutorial logs, advice logs, and UCAS references).
- Contribute to course and module development.
- Provide teaching cover in the absence of other colleagues.
- Participate in the social programme where this is an integral part of the teaching learning programme (e.g. accompanying on trips and attending events).
- 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 Manager to provide all required information in a timely manner.
- Participate in staff development and professional training as required.
- Provide support to all students.
- Attend Centre meetings as required.
- Adhere to the Centre Safeguarding policy, the UK national guidelines and legislation; relating to the care of children and vulnerable young adults studying at INTO Manchester. All employees have a responsibility to safeguard and promote the welfare of all of our students regardless of age.
- 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

In general, teaching will take place in our Central Manchester premises, close to the Oxford Road Railway Station but examinations might be held in other locations around Manchester. Some meetings may be held in nearby offices.

Salary

Pay Band D

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

See next page for person specification.

	Essential	Desirable
Legal status	<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	<ul style="list-style-type: none"> ▪ Appropriate academic qualification at graduate or equivalent level or professional qualifications in a relevant subject area. ▪ A relevant teaching qualification. 	
Experience and achievements	<ul style="list-style-type: none"> ▪ Teaching experience at pre-degree/ A' level. ▪ Experience of academic assessment and standards and of quality assurance procedures. ▪ Demonstrable cross-cultural awareness and understanding. ▪ A record of achievement in teaching. 	<ul style="list-style-type: none"> ▪ Experience of teaching International students at the appropriate level. ▪ An understanding and appreciation of private sector education. ▪ Experience of working with student progression and/or university admissions.
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Competence in the effective use of Information and Communications Technologies (ICT). ▪ Must be able to teach across a range of programmes within the Centre. The programmes vary in intensity and number of students. ▪ Ability to assess effectiveness of teaching skills against student progress and performance. ▪ Up to date knowledge and awareness of relevant teaching methodologies. ▪ Knowledge of, and application of good practice in subject teaching. ▪ Awareness of the cultural differences and general needs of learners in a HE context. ▪ Excellent teaching, presentation, written and verbal communication skills. ▪ Adaptability and flexibility to adapt the curriculum plan depending on the needs of the students. 	<ul style="list-style-type: none"> ▪ Understanding of challenges of teaching international students for whom English is a second language. ▪ Understanding of working with different nationalities and cultures.

	<ul style="list-style-type: none"> ▪ Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. ▪ Self-motivated and a team player. ▪ Ability to work under pressure and cope with change. ▪ Strong planning and organisational skills. ▪ Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	
Expertise	<ul style="list-style-type: none"> ▪ An understanding of UK higher education and the needs and requirements of international students. ▪ A record of attention to detail, thoroughness and fairness. ▪ Outward looking and student sympathetic. ▪ Flexible with the ability to solve problems, to put in the time necessary to do the job. 	