

Job advert

Business Studies Teachers for International Foundation Programme (Fixed term, full/part time, teaching online/in person)

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.

INTO Manchester's International Foundation year enables students from around the world to secure a qualification that leads to access to higher education. The level of studies is roughly the equivalent of A levels, although the programme is delivered over a shorter timeframe. Students are drawn from countries around the world. Currently, some of our students attend classes exclusively online, and others attend classes in our centre in Whitworth Street, Manchester. Consequently, teaching is done both online and in person, with staff working from home and from our study centre, depending on the needs of the business.

Requirements

We require well-qualified, enthusiastic and experienced teachers of Business Studies to join our teaching team on the International Foundation programme. The contracts for the posts will run on a fixed term basis from 4 January 2021 to 31 August 2021. We welcome applications for both full and part time work.

The successful applicant(s) will have the ability to teach students from a variety of countries and cultural backgrounds, and with different language levels. This is an exciting opportunity for enthusiastic teacher(s) looking to teach in international education.

Salary

Banding Grade D: £27,838.00 - £37,665.00 gross pa (pro-rata for part-time)

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E intomanchester@intoglobal.com
W intostudy.com/intomanchester

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 INTO Manchester section of <https://intoglobal.com/jobs> and email this to our HR department at: hrmanchester@intoglobal.com by the **closing date of 10am on Thursday 10th December 2020.**

Interviews will be conducted online via Microsoft Teams in the w/c 14th December 2020.

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 may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, 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, application form, a full job description and a copy of our Candidate Privacy Notice see the **INTO Manchester** section of <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.

<http://www.intoglobal.com/>

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.

EMPLOYMENT APPLICATION - PRIVATE AND CONFIDENTIAL

 Please send your completed application to hrmanchester@intoglobal.com

Position Applying for:	
Where did you hear of this Position	

Applicant Information					
Last Name		First Name		Preferred title	
Street Address				House Name/NO	
City		County		Post Code	
Contact Number		E-mail Address			
Notice Period		NI Number			
Are you a British Citizen	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have the right to work in the UK and the necessary permissions	YES <input type="checkbox"/>	NO <input type="checkbox"/>

CURRENT/MOST RECENT ROLE			
Employer		Date Started	
Position Held		Date employment ended	
Salary and Benefits		Notice Required	
Is this your sole employment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

MAIN DUTIES AND RESPONSIBILITIES

PREVIOUS EMPLOYMENT CONTINUED – PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Employer		Date Started	
Position Held		Date Employment Ended	
Reason for Leaving			
Employer		Date Started	
Position Held		Date Employment Ended	
Reason for Leaving			
Employer		Date Started	
Position Held		Date Employment Ended	
Reason for Leaving			
Employer		Date Started	
Position Held		Date Employment Ended	
Reason for Leaving			

PLEASE IDENTIFY ANY GAPS IN EMPLOYMENT INCLUDING PERIODS OF STUDY

Date from		Date to		Reason	
Date from		Date to		Reason	
Date from		Date to		Reason	

Further/Higher Education:	Qualification/Grade

Secondary Education:	Qualification/Grade

Other relevant training, professional qualification or work-related skills (for example languages, etc.)

Are you undertaking any course of study at present? If so please give details

Do you have membership of any professional bodies? If so please give details, including any offices held

It is the Employers policy to verify the qualifications of all successful job applicants.

Supporting Statement

Please outline how you meet the requirements for this role and why you are interested in the post? Please make reference to the job description and person specification – continue on another sheet if required

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature**NAME:****Date**

Please send your completed application to: hrmanchester@intoglobal.com

Post to: Human Resources, INTO Manchester, Bridgewater House, 58/60Whitworth street, Manchester, M1 6LT