

# Job advert

## Chemistry Teacher (up to 0.6 FTE, Jan-end Aug)

### Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in modern teaching and accommodation facilities and has an established global network that recruits students from many cultures. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

### Requirements

We require a well-qualified, enthusiastic and experienced teacher of Chemistry to join our teaching team on the International Foundation programme. Lessons are delivered from our INTO UEA Centre. We are looking to appoint a teacher on a fixed-term contract, which will run from Jan to end Aug 2022.

The successful applicant 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 an enthusiastic teacher looking to teach in international education.

### Salary

**Salary: Band D £27,838 TO £32,000 pro rata per annum, depending on skills, qualifications and experience.**

Applicants seeking a full-time position and able to teach across subject areas are encouraged to apply as roles could potentially be combined to form a full-time post.

### Application Process

If you feel you have the necessary skills, experience and interest for this post, please download the application form from our website <http://into-corporate.com/jobs> and return with a covering letter stating why you are interested in working for INTO University of East Anglia, to: [intouea.recruitment@intoglobal.com](mailto:intouea.recruitment@intoglobal.com)

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

### 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.**

For further details, 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.

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

# Job description

## Teacher

### Academic subjects - Chemistry

#### Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

#### Reporting line

The teacher reports to the relevant programme manager.

#### Job purpose

To teach (an) academic subject(s) to international students in a range of programmes, including pre-university and undergraduate and postgraduate preparation courses.

#### 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.
- Will 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

- Teach (an) academic subject(s) to international students at the INTO Centre. The teaching delivery is across a range of students from pre-university to undergraduate level.
- Make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students.
- 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. Design course tests, examinations 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, advising logs, and UCAS references).
- Contribute to course and module development.
- Provide teaching cover in the absence of other colleagues.
- Participate in the social and community engagement programmes (e.g. accompanying 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 and course 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 UEA. 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

INTO University of East Anglia.

## 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.**

**See next page for person specification.**

## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, e.g. valid UK passport.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant subject degree</li> <li>• An appropriate postgraduate qualification if teaching UG or PG students</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification e.g. PGCE or equivalent</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Must be able to teach across a range of programmes within the Centre. The programmes vary in intensity and number of students.</li> <li>• Ability to assess effectiveness of teaching skills against student progress and performance.</li> <li>• Up to date knowledge and awareness of relevant teaching methodologies.</li> <li>• Knowledge of and applied good practice in subject teaching.</li> <li>• Awareness of the cultural differences and general needs of learners in an HE context.</li> <li>• Excellent teaching, presentation, written and verbal communication skills.</li> <li>• Adaptability 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>• Self-motivated and a team player.</li> <li>• Ability to work under pressure and cope with change.</li> <li>• Strong planning and organisational skills</li> <li>• Good basic IT skills.</li> <li>• Committed and responsible for promoting and safeguarding the</li> <li>• 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> <li>• Overseas experience</li> </ul>