

Job description

Teacher

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. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner University are equal shareholders.

Reporting line

The Teacher reports to the relevant Programme Manager or Programme Co-ordinator.

Job Purpose

To teach (an) academic subject(s) to international students on a variety of programmes within INTO Centres. This includes Foundation, Diploma and Graduate Diploma programmes.

Job dimensions

- Ability to teach academic subjects across a range of classes varying in intensity and class size. This includes lectures, seminars and tutorials;
- Ability to teach a variety of students from a variety of countries and cultural backgrounds and at different language levels;
- Ability to assess effectiveness of teaching skills against student progress and performance;
- Up to 800 teaching hours per year (full time post);
- Will be required to work with key stakeholders across the University (e.g. academic schools/departments, University tutors, selectors, Degree Programme Directors, Admissions Office, Graduate School, Student Progress Office and International Office);
- 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 student's parents, sponsors and other external stakeholders;
- Staff taking additional roles (e.g. development and/or production of new teaching materials) will have their teaching adjusted accordingly, as agreed with their line manager.

Key accountabilities and duties

- Teach (an) academic subject(s) to international students at the INTO Centre. This includes students who are preparing for future University study and other students on customised courses, as required;
- Develop purposeful and appropriate schemes of work and 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);

- Assess students and provide both formative and summative evaluations and feedback in a timely manner; design programme tests and assessment tasks as required;
- Support assessment events in role of invigilator, chief invigilator or other role as required;
- Provide oral and written feedback to students and other stakeholders (e.g. Senior Director, Programme Manager, 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 personal tutorials (e.g. guidance on study skills and academic expectations for University study, advice on where to seek additional academic support and information); act as a personal tutor if required;
- 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, advising logs, and UCAS references);
- Contribute to course and module development;
- Provide teaching cover in the absence of other colleagues;
- Participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions;
- Attend Centre, programme and module meetings as required; including marking co-ordination, boards of studies, examination boards etc.
- Liaise with the Academic Support Manager to provide all required information in a timely manner;
- Participate in staff development and professional training as required;
- Act as a positive ambassador for INTO;
- Help promote the INTO Centre for marketing purposes.

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 Exeter

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...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • permission to work in the UK 	
Education/Qualifications	<ul style="list-style-type: none"> • Graduate qualification in relevant area. • Teaching qualification 	<ul style="list-style-type: none"> • Postgraduate qualification.
Knowledge/Skills	<ul style="list-style-type: none"> • Teaching within a higher education environment. • Experience of teaching at an appropriate level • Up to date knowledge and awareness of subject-related teaching methodologies. • Must be able to teach courses varying in intensity and number of students with awareness and sensitivity to potential language barriers. • Ability to assess effectiveness of teaching skills against student progress and performance. • Excellent teaching, presentation, written and verbal communication skills. • Awareness of the cultural differences amongst learners and awareness of the needs of learners in the international HE context. • A team player. • Ability to work under pressure and independently. Strong planning and organisational skills. • Versatility and flexibility to adapt the curriculum plan depending on the needs of the students. • Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. • Good basic IT skills with a strong knowledge of Microsoft packages. 	<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.

Key Competencies:

Leading and deciding:

- Deciding and initiating action
- Leading and supervising

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting
- Applying expertise and technology

Creating and conceptualising:

- Learning and researching
- Creating and innovating
- Formulating strategies and concepts

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks

Enterprising and performing:

- Achieving personal work goals and objectives