

Job description

Subject Teacher Business & Management

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

A wide range of programmes are delivered in the Centre at Foundation, Diploma and Graduate Diploma levels, in addition to academic English courses.

Reporting line

Subject teachers report to the Programme Manager.

Job dimensions

- Ability to teach subjects in the area of business and management across a range of SCQF levels from 7-10, varying in intensity and class size. This includes lectures, seminars and tutorials through a blended learning approach to learning and teaching;
- Ability to teach students from a variety of countries and cultural backgrounds, and at different language levels;
- Ability to assess the effectiveness of teaching against student progress and performance;
- Will be required to work with key stakeholders across the University Partners, including academic schools/departments and with university academics;
- 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. material production) will have their teaching adjusted accordingly, as agreed with their line manager.

Key Accountabilities

- Teach a range of business and management subjects to international students at the INTO Centre. This includes students who are preparing for future undergraduate or postgraduate 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) that meet programme and module learning outcomes;
- Assess students and provide both formative and summative evaluations. Design programme tests and assessment tasks as required;
- Provide oral and written feedback to students and other stakeholders (e.g. Academic Director, Programme Manager, 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. guidance on study skills and academic expectations for University study, advice on 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, 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 the social programme where this is an integral part of the teaching-learning programme (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 Officer to provide all required information in a timely manner;
- Provide academic support to all students and have an awareness of pastoral support available;
- Participate in staff development and professional training as required;
- Attend Centre and team meetings as required.

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 Stirling

Salary Band D

£27,838 - £37,665

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.

INTO is an equal opportunities employer.

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.

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

Person specification

	Essential	Desirable
Legal Status	<input type="checkbox"/> An Enhanced Disclosure Scotland PVG (Prevention of Vulnerable Groups) check will be required prior to confirmation of appointment.	
Education/Qualifications	<input type="checkbox"/> Masters qualification (or equivalent) in business, management or related area.	<ul style="list-style-type: none"> • PhD holder. • PGCE or other teaching qualification • Qualifications or experience in related subject areas such as economics and finance.
Knowledge/Skills	<input type="checkbox"/> Experience of teaching online and VLE use. <input type="checkbox"/> Must be able to teach across a range of programmes and subjects. <input type="checkbox"/> Ability to assess effectiveness of teaching skills against student progress and performance. <input type="checkbox"/> Must be able to teach courses varying in intensity and number of students with awareness and have sensitivity to potential language barriers. <input type="checkbox"/> Excellent teaching, presentation, written and verbal communication skills. <input type="checkbox"/> Up to date knowledge and awareness of subject- related teaching methodologies. <input type="checkbox"/> Awareness of the cultural differences amongst learners and aware of the needs of learners in the international HE context. <input type="checkbox"/> Self-motivated. <input type="checkbox"/> Ability to work under pressure and independently. <input type="checkbox"/> Strong planning and organisational skills. <input type="checkbox"/> Ability to work under pressure and independently. <input type="checkbox"/> Strong planning and organisational skills. <input type="checkbox"/> Enjoys the challenge of working in a changing environment. <input type="checkbox"/> Good basic IT skills with a strong knowledge of Microsoft packages. <input type="checkbox"/> Versatility and flexibility to adapt the curriculum plan depending on the needs of the students. <input type="checkbox"/> Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. <input type="checkbox"/> Committed and responsible for promoting and safeguarding the welfare of children and young adults.	<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. • Experience of module coordination and design.

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