



Pre-sessional English Teacher 2017

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 state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures.

Reporting line

The Pre-Sessional English Language Teacher reports to the English Language Programme Co-ordinator.

Job Purpose

To teach English for Academic Purposes to international students on one of our Pre-sessional programmes:

- Pre-sessional 12 week Programme: 05/06/2016 to 24/08/2017
- Pre-sessional 6 week Programme: 17/07/2016 to 24/08/2017
- Pre-sessional 3 week Programme: 07/08/2016 to 24/08/2017

Job dimensions

- Ability to teach a variety of students from a number of countries and cultural backgrounds and different language levels.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Up to 24 teaching hours per week.

Principle duties and responsibilities

Planning

- Develop and review Module Specifications and Schemes of Work where required
- Set appropriately demanding expectations for learning.

Teaching and Class Management

- Establish and maintain an effective working atmosphere which supports the learning of all individuals
- Provide clear structures and objectives for lessons maintaining pace, motivation and challenge
- Prepare teaching materials in accordance with prepared Schemes of Work
- Use a variety of teaching methods
- Select appropriate learning resources to develop students' study skills and independent learning
- Ensure students have the knowledge, skills and understanding required to achieve the learning outcomes of the module

Monitoring, Assessment, Recording and Reporting

- Prepare student reports in accordance with the academic timetable
- Monitor and assess progress and development
- Record attendance and absence

Examinations and Coursework

- Develop examinations and coursework assignments that reflect the learning objectives of the module
- Marking/double marking and moderation of examinations
- Invigilation when required

Safeguarding and Welfare

- Be aware of the importance of safeguarding generally and of teachers' professional and legal liabilities
- Know how to respond to a student who makes a disclosure and who to report concerns to

Other Professional Duties

- Engage in continuing professional development in English Language and/or pedagogy

- 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.

Person Specification

Safeguarding and Pre-Employment Checks

- You must have proof of right to work in the UK in order to be considered for this position
- References will be followed up
- All gaps in CVs must be explained satisfactorily
- Proof of identity and 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
- 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 required to join the PVG Scheme or allow an update.

	Essential	Desirable
Qualifications	CELTA, DELTA, PGCE or equivalent	A recognized postgraduate qualification in EAP, EFL, or Applied Linguistics.
Experience	Teaching in an English Language Education context Developing opportunities for formative and summative assessment Providing feedback on assessment Developing module and assessment materials	Working with international students from a wide range of countries and cultural backgrounds
Knowledge and skills	Excellent written and verbal communication skills Good IT and VLE skills	Assessing impact of teaching on learning.
Personal Qualities	Ability to develop and maintain good working relationships with a range of key stakeholders (University of Stirling, INTO University Partnerships, Agents/Parents) Managing time and deadlines effectively Good team work Strong planning and organisational skills Enthusiastic and motivated Working independently within policy and guidelines	

Please apply with CV and cover letter to: clare.hayward@stir.ac.uk by 5pm Monday 15th May 2017