

Job Description & Person Specification

Post Title:	Lecturer in English as a Foreign Language	Department:	International Centre
Hours per week:	15	Weeks per year:	Various
Contract Type:	Pay to Claim	End Date:	09/08/2019
Salary:	£18.75 per hour (inclusive of holiday pay and prep time)	Location:	Lansdowne
Reports to:	Heidi Mberabagabo		

Job Description

1.	Department Overview
	This teaching post is part of the international department’s Summer School delivery to a third party
2.	Purpose of the Role
	The purpose of this post is to deliver high quality and effective teaching and learning (In English as a Foreign language) to students to a third party.
3.	Key Accountabilities & Duties
	<ul style="list-style-type: none"> ▪ Contribute to the development and delivery of a range of educational programmes including identifying learning objectives; determining, designing and producing study material; planning study programme delivery. ▪ Contribute to high quality learning experiences using a variety of teaching and learning methods. ▪ Ensure that teaching is based on current best available practice and is consistent with a high standard of practice. ▪ Assess students before and during their course to ensure teaching and learning is at an appropriate level. ▪ Provide academic and pastoral support to students in accordance with agreed procedures. ▪ Create an outstanding student experience which leads to progression. ▪ Manage student issues within agreed protocols. ▪ Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description annually with the line manager. ▪ Participate in the College’s appraisal process and to undertake the appropriate mandatory training before first teaching session ▪ Take appropriate responsibility to ensure the health and safety of self and others ▪ Pursue the achievement and integration of equal opportunities throughout all The College’s activities <p>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</p>

4.	<p>Detailed Duties: The following list is not exhaustive but seeks to encapsulate and cover the range and breadth of activities commensurate with the role.</p> <ul style="list-style-type: none"> • Duties falling within the scope of designated contact hours: • Scheduled teaching, student assignments and tutorials (where required) • Educational guidance and counselling • Supervision of learning programmes • Personal tutoring where required e.g., the carrying out of individual reviews with students, the delivery of group and individual tutorials, workshops • Support activities as appropriate within the Learning Resource Centres • Support community/personal enrichment activities (including trips related to learning). • Other Duties: • Preparation of learning materials and student assignments • Marking of students' work and of internal examinations and assessments • Preparation of reports on student progress for parents/carers as appropriate • Participation in student testing • General administration relevant to the role
4.	<p>Equal Opportunities</p>
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
5.	<p>Safeguarding</p>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
6.	<p>Further Information</p>
	<p>This Job Description and Person Specification are current as at 11/04/2019. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of current evidence-based practice in field(s) of expertise. ▪ Knowledge of issues relating to equal opportunities and cultural diversity. ▪ Knowledge of and commitment to Safeguarding Children and vulnerable adults legislation 	
Experience	<ul style="list-style-type: none"> ▪ Some experience of facilitating learning for students in Further or Higher Education or an appropriate workplace setting, for example a language school. 	<ul style="list-style-type: none"> ▪ Extensive experience of teaching EFL to a range of students in an appropriate workplace setting. ▪ Experience of teaching a range of levels and ages. ▪ Experience of developing or delivering E-Learning.
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent organisational skills ▪ Focused on team working ▪ Flexible and adaptable attitude to working with students of all ages ▪ Good communication skills ▪ Proven ability to plan and organise own workload ▪ Good classroom management. 	
Personal Attributes	<ul style="list-style-type: none"> ▪ Dynamic and innovative approach ▪ A desire to form positive working relationships ▪ Flexible and adaptable attitude to working with students of all ages ▪ Ability to cope positively with change 	
Qualifications	<ul style="list-style-type: none"> ▪ CELTA / TEFL qualification 	<ul style="list-style-type: none"> ▪ DELTA ▪ Higher Degree
Other Requirements	<ul style="list-style-type: none"> ▪ Willingness to take part in Open Evenings, and department / College events 	