

JOB DESCRIPTION

Job Title: Head of Preessional Programmes

Accountable to: and Associate Dean International Student Experience and Language Centre Business Manager

Contract Length: Permanent

Hours per week/FTE: 37

Weeks per year: 52

Salary: £44,708-£53,865 (with potential contribution range to £60,013)

Grade: 6

Job Family: Academic & Research

Service: Academic Development & Services / The Language Centre

Location: - Any UAL London location

Purpose of Role:

Together with the Associate Dean International Student Experience and Language Centre Business Manager, the post holder will support the academic and commercial development of Preessional Programmes and their efficient operational delivery.

The post holder will be responsible for the day to day delivery of the Preessional Academic English Programmes, including Exam Preparation Intensive Course (EPIC), with special emphasis on:

- Academic Management
- Communication and Administration
- Academic Standards
- Student Assessment
- Staff Induction, Appraisal and Development

Duties and responsibilities:

- Lead the Preessional Programmes, providing academic leadership, managing resources efficiently and giving supportive direction to staff and students.
- Together with the Language Centre Business Manager, take responsibility for Preessional programme budget management, planning, liaison with Colleges and other central services, administration and dealing with stakeholder issues and meetings.
- Work closely with the Preessional Administrators and other administrative staff in the Language Centre in support of delivery of the above.
- To be responsible for academic standards and development on the Preessional Programmes and to input onto other Language Centre and UAL programmes as relevant, especially through the identification and development of appropriate syllabuses, materials and good practice.
- Ensure the Preessional syllabus is closely aligned with the demands of UAL main courses as well appropriate to enable students to meet required levels of language competence.
- Maintain Preessional BALEAP accreditation and ensure all provision meets Accreditation UK standards.
- Co-ordinate teaching staff work allocation and produce associated teaching timetables for the Preessional Programmes in line with agreed teacher utilisation targets.
- Lead on Preessional teacher recruitment and line-manage the Preessional Programme Teams, ensuring consistency of delivery – through strong team building, development and management including use of the appraisal system – of both teaching and administration across the Programmes.
- Report annually on own programme(s), and students' progress through the University where relevant, and share these reports with the Language Centre teams as well as required UAL committees and groups.
- Work with Assessment Co-ordinator(s) on assessment throughout programmes, including testing for students

progressing within the University.

- Act as key promoter and source of information for UAL staff on Preessional and take part in relevant University and College meetings and initiatives, taking opportunities to build strong connections with main course teams.
- Lead in planning, designing and delivering new courses as appropriate.
- Support the Language Centre Marketing Manager and Academic Enterprise International Marketing Team to promote Preessional and EPIC courses to students and agents and give input to relevant marketing strategies and plans.
- Actively contribute to the enhancement, monitoring and review of the quality of learning and teaching and student progress and work in support of UAL Strategic Priorities, particularly in relation to the International Student Experience and attainment.
- Teach up to 100 hours per annum on Language Centre courses.
- Together with the other Language Centre Heads of Programmes and Co-ordinators:
 - Assist Associate Dean International Student Experience and Language Centre Business Manager in the running of the department and to deal with enquiries in their absence.
 - Be involved and advise where appropriate in senior management discussions and decisions around and related to language levels, policies and provision.
 - Represent the Language Centre and participate and contribute at relevant University Committees, Groups and Events and represent the Language Centre at external meetings as required.
 - Lead staff development initiatives and meetings to support teaching.
 - Regularly meet and work with the other members of the Language Centre academic management team to share information and good practice, streamline procedures around staff management and development and align processes where advisable with those of the wider University.
- Act as a local tutor in support of Language Centre teaching staff taking professional qualifications such as DELTA, PGCert or MA Linguistics, as required. Identify potential for new courses and use of new technology to maximise impact and cost effectiveness of the suite of programmes delivered by the Language Centre.
- Work on the Intercultural Communications training services offered, including materials identification, materials development and delivery of sessions.
- Continually update own professional and academic knowledge and expertise through reading and research, and through participation in conferences and seminars as appropriate.
- Work within the University's policies and in particular to:
 - Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
 - Undertake health and safety duties and responsibilities appropriate to the role.
 - Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
 - Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
 - Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
 - Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

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Key Working Relationships: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

- Associate Dean International Student Experience
- Language Centre Business Manager
- Language Centre Heads of Programme and Co-ordinators
- Language Centre Tutors/Teachers
- Language Centre Administration Team
- Language Centre Marketing Manager
- Student Marketing and Recruitment Team
- Academic Enterprise Strategic Marketing and Communications Team
- Library and Student Support Service Teams and Thematic Groups
- College contacts for Preessional information, i.e. Programme Directors, Course Leaders and Programme Lead Administrators, International Co-ordinators and College International Offices, Academic Registry, College Estates Teams
- HR/central/college contacts for Intercultural Communications information
- Academic and non-Academic overseas agents
- Students

Specific Management Responsibilities:

Budgets: Course Consumables Budgets

Staff: Preessional Tutors and Budgets

Other (e.g. accommodation, equipment): As appropriate

Person Specification

Head of Preessional Programmes, Grade 6

nb Qualities are Essential unless shown as Desirable

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • First degree + MA Linguistics and DELTA or equivalent • Knowledge of ELT Management, including British Council and BALEAP accreditation schemes • Knowledge of commonly used assessments and tests in EAP • Practical and theoretical knowledge of ELT and EAP • Knowledge of current issues and developments in ELT and EAP industry • Knowledge of requirements of FE and HE Art and Design courses in the UK • Knowledge of Teaching and Learning and Study Support initiatives in HE • Materials development especially for EAP courses • Knowledge of cultural awareness and plain English campaigns and delivery of training in these areas
Relevant Experience	<ul style="list-style-type: none"> • Experience of teaching on a variety of courses, including EAP, ESP and/or HE/FE courses • Experience of managing or assisting in ELT management • Experience of delivery of teacher training programmes
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	<ul style="list-style-type: none"> • Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity • Applies own research to develop learning and assessment practice
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	<ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	<ul style="list-style-type: none"> • Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration

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Student experience or customer service	<ul style="list-style-type: none">• Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">• Suggests practical solutions to new or unique problems

Last updated: October 2017