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JOB DESCRIPTION	
Job title: Head of Presessional Programmes	**Accountable to**: Business Manager, Language Centre (with academic accountability also to Associate Dean International Student Experience)
Contract length: Permanent	**Hours per week**: 37 **Weeks per year**: 52
Salary: £46,423-£55,932 (with contribution range to £62,315)	**Grade**: 6
Service: Language Centre	**Location**: High Holborn/Other UAL London location

What is the Language Centre?

The Language Centre offers British Council and BALEAP accredited English language courses and also runs modern languages and intercultural training programmes. English courses include English & Arts and Presessional as well as Language Development for UAL international students.

Presessional is a profit-making programme which includes Exam Preparation Intensive Courses (EPIC). The programme works with around 720 students with conditional and unconditional UAL main course offers a year. Presessional is British Council and BALEAP accredited.

Presessional and English & Arts programmes in the Language Centre form part of Academic Enterprise, which leads the University's enterprise driven income operations and is integral to the University's long term development. Academic Enterprise's mission is to increase the amount of income generated by the University from non-core teaching and research activities. As well as the Language Centre it includes a number of successful existing business operations: UAL Short Courses Ltd (UALSC), the UAL Awarding Body and the University's Study Abroad programme.

What is the purpose of the role?

The Head of Presessional Programmes is responsible for the academic and commercial development and day to day delivery of the Presessional Programme including EPIC. This includes academic management and standards; communication and administration; student assessment, and staff induction, appraisal and development.

The post-holder is a member of the academic management team led by the Associate Dean of International Student Experience (ADISE) and actively contributes to the enhancement, monitoring and review of the quality of learning and teaching and student progress.

The Head of Presessional works with the Assistant Head of Presessional Programmes; 1 full-time tutor and between 4 and 50 hourly-paid tutors; a Presessional Administrator; the Presessional Admissions team; Language Centre administrative staff; college and central services staff, and students.

Duties and Responsibilities

Academic Quality

- To provide academic leadership on Presessional Programmes and give supportive direction to staff and students

- To be responsible for academic standards on the Presessional Programmes especially through the identification and development of appropriate syllabuses, materials and good practice

- To engage actively with the Language Development programme and to give academic input to other Language Centre and UAL programmes as relevant

- To ensure the Presessional syllabus is closely aligned with the demands of UAL main courses and enables students to meet required levels of language competence

- To 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

- To work with the Assessment Co-ordinator(s) on assessment throughout programmes, including testing for students progressing within the University

- To lead on academic planning, designing and delivering new courses as appropriate

- To act as a local tutor, as required, in support of Language Centre teaching staff taking professional qualifications such as DELTA, PGCert or MA Linguistics

- To update own professional and academic knowledge and expertise through reading and research and through participation in conferences and seminars as appropriate

People Management

- To recruit and select tutors, ensuring tutor qualifications and references are checked and stored in line with UAL policies and GDPR

- To oversee tutor induction and training, checklist completion and filing and ensure the tutor handbook is updated annually

- To line manage and develop salaried and hourly-paid staff including team building, development, recording absences, leave and writing references

- To ensure Presessional tutors complete mandatory DBS checks and other obligatory returns; Language Centre and UAL training, and comply with copyright and GDPR legislation

- To help draft and implement an annual Language Centre staff survey action plan

Timetabling

- To ensure rooms are booked for classes, training and meetings and classrooms allocated

- To co-ordinate teaching staff work allocation and produce Presessional timetables

- To coordinate with other Language Centre programmes to ensure the effective deployment of tutors

- To support the Business Manager to stay within budgets for hourly-paid tutor costs

Administration and Management

- To work with the Business Manager and other colleagues on planning and administration and liaison with Colleges and central services to ensure effective resourcing of the Presessional programme

- To deal with stakeholder issues and meetings and to ensure student feedback is collected, shared and acted on

- To report annually on the Presessional programme and students' progress through the University and share these reports with Language Centre teams as well as UAL committees and groups

- To act as a key promoter and source of information for UAL staff on Presessional and take part in relevant University and College meetings and initiatives, taking opportunities to build strong connections with main course teams

- To support the Language Centre Marketing team and Student Marketing and Recruitment to promote Presessional and EPIC courses to students and agents and give input to marketing initiatives and collateral

- To approve monthly tutor payroll and effective and timely use of HPS

- To support the Business Manager by providing input to marketing, budget, product development, academic calendar and leave planning.

- To assist ADISE in the academic management of the Language Centre by attending and contributing to Heads and Coordinators meetings and by supporting academic initiatives and projects

- To represent the Language Centre externally and ensure that the Language Centre is well-represented and contributes actively to key external professional events and publications.

- To ensure the teaching, resources and student Accreditation UK and BALEAP standards are met or exceeded

General

- Assume other reasonable duties consistent with your role, as determined, which may 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 GDPR and data protection policies to meet the requirements of the role and to promote organisational effectiveness.

- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

- To uphold UAL's commitment to safeguarding our students and help ensure individuals work, learn and develop within a safe environment.

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Associate Dean International Student Experience

- Language Centre Business Manager

- Assistant Head Presessional Programme

- Language Centre Heads of Programme and Co-ordinators

- Language Centre Tutors

- Presessional Admissions team

- Language Centre marketing, resources and administrative teams

- Student Marketing and Recruitment Team

- Academic Enterprise Strategic Marketing and Communications Team

- Library and Student Support Service Teams and Thematic Groups

- College contacts for Presessional information, i.e. Programme Directors, Course Leaders and Programme Lead Administrators, International Co-ordinators and College International Offices, Academic Registry, College Estates Teams

- Academic and non-academic overseas agents

- Students

Specific Management Responsibilities

Budgets: n/a

Staff: Assistant Head of Presessional Programmes, Full-time Presessional Tutor, Presessional Administrator, Hourly-paid EPIC Coordinator, Hourly-paid Tutors

Other (e.g. accommodation; equipment): n/a

Last updated: 21 Oct, 2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	First degree, MA Linguistics and DELTA or equivalent
	Knowledge of ELT Management, including of British Council and BALEAP accreditation schemes.
	Knowledge of commonly used assessment 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 (desirable)
	Knowledge of Teaching and Learning and Study Support initiatives in HE
	Materials development especially for EAP courses
Relevant Experience	Experience of teaching on a variety of courses, including EAP, ESP and/or HE/FE courses
	Experience of ELT management or assistant management
	Experience of delivery of teacher training programmes
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
Research, Teaching and Learning	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	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups

Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Last updated: 21 Oct, 2019