

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Academic English Language Tutor Level 3/4	Salary: £14,906 – £17,883 (pro rata to £37,265 - £44,708)
Contract Length: Permanent	Hours/FTE: 0.4
Grade: 5	Location: Elephant and Castle
Accountable to: Course Leader	College/Service: London College of Communication, Elephant and Castle

Purpose of Role:

- To provide course level expertise and teach academic English language to International students with a broad range of incoming IELTS scores, preparing them appropriately for undergraduate study at UAL
- To undertake the role of Lecturer on: Level 3: International Introduction to the Study of Design, Media and Screen and Level 4: Cert HE Preparation for Design, Media and Screen
- Taking responsibility for the management and coordination of relevant units and other related duties as determined by the Course Leader/s
- To undertake teaching, unit management, curriculum development and research within the subject area
- Contribute to ensuring that a high-quality student experience is delivered on the course

Duties and Responsibilities

- Contribute to the development and delivery of the teaching programme, Level 3: International Introduction to the Study of Design, Media and Screen and Level 4: Cert HE Preparation for Design, Media and Screen
- To support and extend the School's existing links with the Language Centre, professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes
- Be responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives within their area of specialism
- Be responsible for the co-ordination and delivery of curriculum content for academic English language on the course
- Contribute to curriculum development and the regular monitoring and review of courses and the quality of the teaching and learning provision
- Takes responsibility for the learning, teaching and assessment of students they teach, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records
- Be responsible for the effective delivery of academic English language on the course, including the co-ordination of any academic staff assigned to the teaching and assessment of units within the cohort
- Monitors the attendance and performance of students through appropriate systems of tracking and assessment
- Contributes to the writing of assignments/project-briefs and teaching and learning materials including course handbooks

- Participates in the induction, support and briefing of students in relation to the content and context of the course, with a focus on enhancing the student experience
- Supports students in their progression to undergraduate courses at LCC, UAL, and other HEI's as appropriate
- Work closely with the Course Leader to ensure that effective delivery, at Course and Programme level, of College and University initiatives, designed to achieve priorities and objectives such as those published in the College's Annual Operating Plan and the University's institutional strategy
- Contribute to and work closely with the Course Leader and International Academic Coordinators to ensure that a co-ordinated and consistent approach to student recruitment and admissions for the Course is implemented and monitored at Course level
- Contributes to the promotion of the Course within and beyond the College
- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Course and areas of specialism
- Maintains strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field
- Contributes to the professional and research profile of the Programme and School as an individual and through research groups and / or consultancy projects.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To 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
- To 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
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

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

- Course Leader/s
- Course Team
- Course Administrator
- UAL Language Centre
- UAL FE team
- Library and Academic Support teams
- Staff from UAL and LCC Student Services teams

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment): N/A

Job Title: Academic English Language Tutor International Introduction to the Study of Design, Media and Screen (NQF level 3) and Level 4: Cert HE Preparation for Design, Media and Screen
Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	<p>Relevant Undergraduate Degree</p> <p>Relevant Postgraduate Degree is desirable</p> <p>Postgraduate Certificate in Higher Education or equivalent, or commitment to undertake the appropriate PGCert training once in post</p> <p>Knowledge and familiarity of teaching English to international students with a diverse range of incoming IELTS scores</p>
Relevant Experience	<p>Experience of teaching, assessment, curriculum development and unit leadership in academic English language skills at Level 3/4</p> <p>Experience of working with international students</p>
Communication Skills	<p>Communicates with enthusiasm orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Uses appropriate levels of presentation skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post</p>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity</p> <p>Adapts approach and style to suit learners' needs. Monitors and assesses learning, giving feedback and guidance</p> <p>Designs and/or adapts approach, content and learning materials to suit the needs of different learners</p> <p>Applies own research to develop learning and assessment practice</p>
Professional Practice	<p>Contributes to advancing research and scholarly activity in own area of specialism</p> <p>Commitment to own development through effective use of the</p>

	University's appraisal scheme and staff development
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long-term objectives Maintains up to date knowledge of services available in own and related areas of work adapting services and systems to meet student needs
Teamwork	Works collaboratively and effectively in a team, networks or communities of practice and fosters constructive cross team collaboration Maintains a cohesive team approach, ensuring this is presented to students/industry and colleagues.
Student experience or customer service	Builds and maintains positive relationships with students
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

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