

Job Profile

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| Job title | Biology Teacher x 1 post | | |
| Division/Dept. | De Montfort University International College – DMUIC Leicester | | |
| Working hours | 10-20 hours per week during term time 3 x 10-week terms With the possibility of a permanent PT contract after | Start date | Sept 28 th 2024 |
| Annual leave | 5 weeks per annum (plus Public Holidays) pro rata | | |
| Reports to | Head of Health & Life Sciences | Location | Leicester |
| Salary | £32.50 per hour | Bonus | - |

Job purpose

We are seeking to appoint an enthusiastic and motivated teacher to join our teaching teams in the Health & Life Science Department. Your role will involve teaching and assessing international students, at level 3 (A-Level Equivalent), to ensure they exceed targets. You will support learners in all aspects of their educational studies using both pre-prepared materials, innovation within your teaching as well as utilising e-learning opportunities where appropriate.

Based at the heart of De Montfort University's campus, DMUIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to a variety of university Degrees, both Undergraduate and Postgraduate, at De Montfort University. Our students come from over 50 different countries providing an incredibly diverse community of learners. We strive for student achievement through providing the best possible student experience, professional staff and outstanding resources. Our success in this isn't possible without the commitment, dedication and collaboration of every member of staff.

If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application.

Main duties and responsibilities

- Plan and deliver Biology lessons to international pre-university students from a range of linguistic, educational and cultural backgrounds
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners
- Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Develop and maintain an encouraging classroom/studio environment in which accepted rules of behaviour are consistently applied
- Select, prepare, develop and use teaching and learning materials appropriate for international students
- Assess students throughout their modules, regularly creating, providing and marking both formative and summative evaluations
- Provide detailed oral and written feedback to students and other stakeholders, for example, the College Manager and Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Populate the VLE (BrightSpace) with relevant materials for students to access

- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes
- Adhere to both the DMU and DMUIC policies & codes of conduct for staff

| Person specification | | |
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| | Essential | Desirable |
| Legal status | <ul style="list-style-type: none"> • Appropriate DBS disclosure • Eligibility to work in and travel freely in the UK | |
| Qualifications | <ul style="list-style-type: none"> • A relevant degree, PGCE or equivalent | Master's degree |
| Experience and knowledge | <ul style="list-style-type: none"> • Significant relevant teaching & assessing experience, preferably within a UK further education context | <ul style="list-style-type: none"> • Recent experience of teaching in a university embedded international college • Experience of teaching Biology to cohorts of international students within an FE or HE setting. |
| Personal qualities | <ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility and adaptability • Excellent communication skills, oral & written | <ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills |

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

OIEG is committed to safeguarding and promoting the welfare of children. As part of our Safer Recruitment Policy you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.

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 subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.