

Job Profile

| | | | |
|-----------------------|---|---------------------|---|
| Job title | English and Academic Skills Tutor | | |
| Division/Dept. | University of Bradford International College | | |
| Working hours | Full-time: 40 hours p/w with up to 25 timetabled class hours in term time | Start date | 23 September 2024 |
| Annual leave | 5 weeks per annum (not including Bank Holidays) | | |
| Reports to | Programme Lead | Location | University of Bradford Campus |
| Salary | £31,350 p/a (under review) | Closing Date | 20 August 2024 with interviews carried out on a rolling basis |

Job overview and purpose

The University of Bradford International College (UBIC) is a partnership between the University of Bradford and Oxford International Education Group. Since 2021, the College has seen significant growth and as we look forward to the start of a new academic year, we plan to expand the range of courses on offer and build on our success to date in providing international students with an effective, engaging and supportive learning experience.

We are looking for experienced and enthusiastic **English and Academic Skills Tutors** to join our teaching team on a full-time basis starting in September 2024 (**nine-month, fixed-term contract**).

You will have the experience, knowledge and skills to teach **a range of language and skills-focused modules** on our **International Foundation Year** (Level 3), **International Year One** (Level 4) and **International Integrated Master's** (Level 6) programmes. Your role will be to deliver these modules and assess the performance of students preparing to progress on to undergraduate and postgraduate degree courses at the University of Bradford.

Embedded on the city-centre campus, UBIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to degree programmes at the University. We have a diverse community of students, and we are committed to providing them all with a high-quality learning experience and positive outcomes. Delivering on this promise is a Team effort involving every member of staff.

If you have the experience, skills and passion required for the role, we look forward to receiving your application. Please note that shortlisted candidates will be asked to complete a pre-interview lesson-planning task.

Main duties and responsibilities

- Plan and deliver high-quality teaching on relevant course modules to international students from a range of cultural and educational backgrounds.

- Help students understand and adjust to the demands of study in UK Higher Education and become more independent learners.
- Provide academic support for students as both a Subject Tutor and Personal Academic Tutor (PAT) and demonstrate a willingness to offer help and advice outside class hours.
- Create and maintain a positive and purposeful classroom environment in which accepted rules of behaviour are consistently applied.
- Select and use effective and engaging teaching materials and techniques that meet the needs of international students from different backgrounds.
- Ensure students have access to a range of relevant learning materials by populating the VLE (Canvas) pages with core content and links to additional study resources.
- Assess students as required, providing useful and timely feedback on formative and summative assessment work and meeting College deadlines for the submission of marks.
- Work with the Head of Department and teaching colleagues to develop new teaching and assessment material and provide feedback on existing module content.
- Ensure attendance and academic records are complete and up-to-date and that any concerns are reported to the Academic or Programme Management Teams in a timely manner.
- Attend and contribute to College meetings and training sessions as required.
- Act as an ambassador for Oxford International Education Group and the university pathways programme.
- Adhere to University of Bradford and UBIC policies & codes of conduct for staff.

| Person specification | | |
|---------------------------------|---|--|
| | Essential | Desirable |
| Legal status | <ul style="list-style-type: none"> • Eligibility to work and travel freely in the UK • Appropriate DBS disclosure | |
| Qualifications | <ul style="list-style-type: none"> • A first university degree • A recognised EFL/EAP teaching qualification | <ul style="list-style-type: none"> • MA in a relevant subject • DELTA |
| Experience and knowledge | <ul style="list-style-type: none"> • Substantial, relevant, full-time teaching experience in the UK or overseas. • Experience of teaching EAP/Academic Skills • Experience of teaching using a range of effective strategies and classroom approaches. | <ul style="list-style-type: none"> • Experience of teaching on a university pathway programme or on pre-sessional courses. • Experience of teaching international students |
| Personal qualities | <ul style="list-style-type: none"> • Ability to relate to international students and understand their needs. • Flexibility and adaptability • Excellent communication skills – oral and written | |
| Other requirements | <ul style="list-style-type: none"> • A commitment to working collaboratively with teaching and non-teaching colleagues. • A commitment to equality, diversity and inclusion • Confident user of classroom ICT and O365 tools. | <ul style="list-style-type: none"> • Experience of using a Virtual Learning Environment and/or teaching online |

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.