

Job Profile

Job title	Cultural Studies and Intercultural Communications Teacher		
Division/Dept.	Oxford International Education Group		
Working hours	Full-Time/Part-Time and ZH	Start date	ASAP
Annual leave	25 days per annum pro rata (plus Public Holidays)		
Reports to	Academic Director	Location	Kent
Salary	Competitive		

Job purpose

We are seeking to appoint enthusiastic and motivated Cultural studies and Intercultural Communication teachers to join our teaching team. Your role will involve teaching and assessing international students to ensure they are ready for their undergraduate or postgraduate courses. Modules include Cultural Studies, Intercultural Communication, Intercultural Communication for Business, Technical and Scientific Communication. 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.

This is an exciting opportunity to be part of a new and rapidly growing college with opportunities to help shape the project as we look to substantially grow over the next 12 months. 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 Cultural Studies, Intercultural Communication, Intercultural Communication for Business, Technical and Scientific Communication modules 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 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)
- Assist the development of module templates, schemes of work, assessment materials & Handbooks
- Populate the VLE (Blackboard) 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 University and OIEG policies & codes of conduct for staff

Person specification

	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 first university degree in a relevant subject • A recognised teaching qualification 	MA TESOL, MA Education MA Applied Linguistics MA in a relevant subject PGCE (with QTS)
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 English for Academic Purposes and a range of academic skills 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 • A willingness to engage with professional development • 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.

Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

Oxford International is an equal-opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.