

Job Profile

Job title	EAP Subject Lead - Higher Education		
Division/Dept.	Oxford International Digital Institute (OIDI)		
Working hours	Full-time 40 hours a week	Start date	ASAP
Annual leave	28 days per annum (Plus Public Holidays)		
Reports to	Academic Head - OIDI	Location Bonus	Remote / homebased some UK travel required
Salary	Competitive		
Job purpose			
<p>The Programme Lead post holder will be homebased and have delegated responsibility for leading the day-to-day academic delivery of the English for Academic purposes modules , including academic quality, teacher delivery, module sites on the VLE, ensuring modules run smoothly, managing the teaching team, ensuring a positive student experience and the student voice is maintained. The postholder will also work with other Subject Leads and the Academic Head to ensure that the modules and programmes run smoothly across all subjects.</p>			
About the programmes and the role			
<p>OIDI develops, facilitates, and manages online and hybrid Higher Education preparatory programmes in the form of International Foundation and Pre-master's Programmes aimed at international students wanting to study in the UK, US, Canada, and Australia. Students study English language and academic skill-sets modules alongside other subjects, such as business. Upon successful completion of these modules, students are granted entry to an OIDI partner university. Ensuring language levels and academic competency is a key element of the programme, and one that the EAP Lead will help to ensure.</p>			

Main duties and responsibilities

Programme Delivery & Quality Assurance

- Lead the smooth operational running of the EAP modules for staff and students
- Manage the academic delivery of the Programme
- Support in recruiting language and academic tutors for the delivery of the programme
- Participate in academic credibility activities such as the validation unit, working with external examiners and academic misconduct processes to ensure the highest standards on the programme.
- Develop and design programme content, materials, and assessments to the required level as and when needed.
- Participate in module material reviews and updates.
- Contribute towards the programme's teaching and tutorials, providing role model behaviour in relation to the quality and standards of work.
- Contribute to and demonstrate the OIDI learning culture based on communities of practice, where teaching staff guide/support students and peer support is championed.
- Manage any annual reporting of progression, attendance, etc. as required

Resources

- Encourage the development and use of the VLE and other learning technologies.
- Within the wider context of OIDI liaise with the other language programme leads and coordinators to pool resource such as with the pre-sessional or language testing teams
- Ensure the quality of learning and teaching resources are at a high standard and kept with in guidelines
- In conjunction with the HE team, ensure all necessary academic texts, videos, handbooks and teaching materials are produced, procured, updated, catalogued and securely maintained.

Team Management

- Lead, inspire and motivate EAP teaching staff (c.5 FTEs currently) to deliver high quality performance in all areas.
- Support and develop teaching staff as appropriate.
- Contribute to the recruitment, induction, and development and performance management of teaching staff, as appropriate.
- module/programme goals, curriculum, materials and methodology.
- Conduct class observation and provide feedback.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Participate in the development and delivery of academic policy, priorities, and objectives.
- Provide the necessary timetabling and cover plans to support ongoing learning
- Provide teaching staff with on-going support and guidance

Students

- Ensure students are fully inducted onto the correct programmes through meetings and the production of handbooks.
- Champion a positive and supportive learning community for students.
- Be responsible for the student disciplinary procedures and their implementation.
- Ensure students are provided with a guidance tutor and are provided with appropriate levels of support during their programme
- Ensure appropriate guidance and support is given to students regarding their academic choices, progress, attendance etc.
- Support students pastorally, referring them to relevant support services as they adapt and settle in the UK

Assessment

- Oversee in the scheduling and operationalisation of all assessments and/or be responsible for such scheduling, ensuring all paperwork is of a high standard for the assessment board.
- Manage the Academic Misconduct procedures.
- Contribute to Assessment Boards as required.
- Contribute to External Exam Board as appropriate.

Additional

- Use management information effectively to contribute to the continuous improvement of academic systems and processes.
- Assist the implementation of the OIDI attendance policy.
- Maintain good relationships with OIDI/OIEG colleagues.
- Liaise with all relevant stakeholders in relation to all academic issues and successful programme delivery.

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 relevant master's degree (ideally in TESOL, teaching or education) • A relevant teaching qualification such as a PGCE, DELTA, HE fellowship or equivalent 	
Experience and knowledge	<ul style="list-style-type: none"> • Proven experience of working in and managing staff in a fully remote context • Experience in an academic management role with oversight of learning, teaching, assessment, and quality • Knowledge of International Programmes in partnerships with universities e.g. Pathways • Significant relevant teaching and assessing experience of international students within a further education or higher education setting • In-depth knowledge of blended pedagogy and utilising VLE asynchronous content in tandem with in-person synchronous sessions • Demonstrable experience working on development projects alongside managing existing programmes • Significant experience in digital, hybrid and in-person curriculum and materials development, with a knowledge of creating content for students working at FHEQ levels 3, 4 and 6 or equivalent • Demonstrable working knowledge of online educational platforms and VLE's such as Moodle, Zoom, MS Teams/365/outlook, and the ability and willingness to learn and utilise new technology as and when needed • Experience using online tools such as Teams, SharePoint, etc. • Knowledge and experience of supporting a range of learning needs and providing pastoral support to international students 	<ul style="list-style-type: none"> • Recent experience of teaching in a university • Knowledge / experience in an educational leadership role in Higher Education • Working knowledge of language testing and requirements for university entry
Personal qualities	<ul style="list-style-type: none"> • Ability to independently manage their time and tasks, while also insuring that they can work as a team and manage their own team's priorities remotely • Empathy with international students and an understanding of their needs • Positive / can-do approach • Flexibility and adaptability in a dynamic portfolio of programmes • Excellent communication skills, oral & written 	

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. This role involves working with children and is exempt from 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.