

## Job Profile

<b>Job title</b>	Law Teacher		
<b>Division/dept</b>	University of Greenwich International College		
<b>Working hours</b>	20 hours per week (10 contact hours)	<b>Start date</b>	31/03/2025
<b>Annual leave</b>	5.6 weeks per annum including public holidays pro rata		
<b>Reports to</b>	UGIC Law & Social Sciences Coordinator	<b>Location</b>	Greenwich
<b>Salary</b>	£38,060 p.a. equivalent 0.5 FTE. (6 months)		
<b>Job purpose</b>			
<p>We are seeking to appoint an enthusiastic and motivated part-time Law teacher to join our teaching team. Your role will involve the teaching and assessing of international students to ensure they exceed targets. You will support learners in all aspects of their educational studies using both pre-prepared materials and innovation within your teaching as well as utilising a wide range of e-learning opportunities where appropriate.</p> <p>If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application.</p>			

### Main duties and responsibilities

- Plan and deliver law seminars and workshops 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 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 (Moodle) 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

Person specification		
	Essential	Desirable
<b>Statutory requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to live and work in in the UK</li> <li>• Willingness to undergo a DBS check or overseas equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• DBS Update Service Membership</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A first university degree in a relevant subject</li> <li>• MA in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification</li> <li>• Evidence of commitment to professional development</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience in UK further or higher education</li> <li>• Experience of teaching using a range of effective strategies and classroom approaches.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching on a university pathways programme.</li> <li>• Experience of teaching international students</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Empathy with international students and an understanding of their needs</li> <li>• Flexibility &amp; adaptability</li> <li>• Excellent communication skills, oral &amp; written</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to the development of UGIC</li> </ul>

***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.*