

JOB DESCRIPTION

Job Title:	English Language Lecturer	Grade:	AC2 Hourly Paid
Department:	Literature, Language and Theatre	Date of Job Evaluation:	
Role reports to:	Course Leader		
Direct Reports			
Indirect Reports:			
Other Key contacts:			
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

Teach, assess and support students on Pre-sessional Course.

KEY ACCOUNTABILITIES:

Team Specific:

- Plan and teach contracted and timetabled hours as agreed with Course Leader (15h per week), including designing lessons according to the scheme of work. Teaching preparations should be done outside of teaching time.
- Class notes and extension activities should be processed in word-processed format; materials should be uploaded timely onto Moodle as required by Course Leader and PSE team.
- Set, mark, moderate and give high quality feedback on students' work. This will include regular marking of portfolio and give feedback on presentations and essay writing; discuss students' work with Course Leader as requested.
- Monitor student progress and develop strategies to support any students who are causing concern as early as possible; pass this information to CL as soon as possible, seek advice where necessary.
- Conduct tutorial sessions with students as indicated in Scheme of Work (diagnostic tests and feedback sessions).
- Liaise with pre-sessional team and reply promptly to emails relating to issues affecting students (issues with Student Centre records, International Office, visa and/ or pastoral issues, etc.). Respond promptly to PSE team if there are issues with class rooming. Work collaboratively with a supportive and flexible outlook.
- Work collaboratively with teaching team, and CL/ PSE team to discuss course content and to agree adaptations to teaching objectives and content for the following week; participate in teaching team meetings weekly (mandatory).
- Keep class files (attendance registers, grades for portfolio workshops, student work

progress and feedback) up-to-date. Liaise with PSE administrative team on a regular basis; keep in touch with team in order to meet all administrative targets at the end of course when submitting results.

- Ensure all students purchase course books, keep course files and student notes. Prepare, photocopy and distribute teaching materials to students as needed.
- Accompany students on Campus tours during Week 1; attend Students' induction and Registration as well as invigilate exams, as directed by Course Leader/PSE team.
- Prepare lesson for any Teaching Observations (Word document). Produce lesson plan and teaching material as required by Course Leader.

Managing Self:

- Participate in staff development activities as required and advised by Course Leader/ Department.
- Attend compulsory teacher induction (week 1).

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Staff will be required to attend a course induction. Training will be held in timetabled sessions during the programme.
- Attend all staff meetings and timetabled events as requested by the Course Leader (for example, the Library induction).
- Annual leave cannot be taken during the period of employment. Holiday pay is included in the salary quoted.

KEY PERFORMANCE INDICATORS:

N/A

KEY RELATIONSHIPS (Internal & External):

Pre-sessional and COTSP Course Leader

Pre-sessional and COTSP Administrators

Fellow members of COTSP teaching team

Staff at Greenwich University (Student centre, International Office, Visa Officers...)

*COTSP= China One Term Study Programme

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience as an ESOL teacher <p>Skills</p> <ul style="list-style-type: none"> • A high level of competence in designing teaching material to meet the needs of students within specific syllabus constraints • Ability to meet differing academic or pastoral needs of students in multi-level, mixed discipline classes • Ability to provide useful and timely feedback and feed-forward to students; which enables them to develop their skills • Ability to produce work of a high quality to tight deadlines: excellent time management skills and emotional resilience • IT literacy: Ability to perform routine electronic tasks of a high quality (Word, Excel, Outlook, uploading material onto Moodle or similar VLE) • Ability to work independently and ability to work flexibly and collaboratively in a team <p>Qualifications</p> <ul style="list-style-type: none"> • CELTA • DELTA or PGCE • First degree <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Knowledge of needs of international students on a Pre-sessional Course <p>Skills</p> <p>N/A</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Masters in Languages; Applied Linguistics or ELT <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A