



JOB

DESCRIPTION

1. Job specifics	
Job Title:	English for Academic Purposes Lecturer (EAP) Lecturer
Reports to:	Associate Dean of EAP Provision
Location:	London
Department:	Academic

2. About the role	
What you'll be doing?	To deliver teaching, establish what to deliver as suitable content, plan the order of content suitably and ensure this matches the expectations of the module and programme of study. Also to assess student work to the appropriate benchmark levels within set timescales, access the appropriate VLE, upload suitable materials, navigate confidently and communicate effectively with students using email and the VLE. The role also requires team working involving communication with other team members and with cross-functional teams.
Key Responsibilities	<ul style="list-style-type: none"> • To plan, prepare, teach/deliver modules and support student's learning on a range of programmes and related subject areas • To improve established and develop innovative curricular and learning and teaching approaches in subject areas. • Provide guidance, support and tutorship for student groups and individuals as appropriate. • Develop new course content and update existing course content • Develop in conjunction with the programme manager appropriate assessment criteria and methodology to ensure student's learning and progression • To develop and grow relationships with partnership organisations. • Carry out administration duties as required • Maintain personal and professional development in line with agreed appraisal and development programme in order to enhance personal knowledge and contribution to relevant activities. • To engage actively with peer and evaluative observations. • To assist in the student induction programme and farewell event as required. • To attend and contribute to any CPD training sessions organised internally or externally. •

<p>KPIs & SLAs</p>	<ul style="list-style-type: none"> • Excellent Student feedback on the planning, preparation, delivery of modules and the level of support for the student’s learning across a range of programmes and related subject areas. • Pass rates and performance of students in cohorts taught across modules. • Communication with colleagues and other teams is of a high quality. • Contributions to the development of new course content and updates of existing course content. • Creation of appropriate assessment criteria and methodology to ensure student’s learning and progression. • Meeting of partnership and internal quality assurance processes in relation to programmes. • Level of development of relationships with partnership organisations. • Administrative tasks carried out with a high amount of quality.
<p>Key Working Relationships</p>	<p><i>Internal</i></p> <ul style="list-style-type: none"> • To collaborate with all QAHE staff • Build rapport and respect within your team • Build and maintain good working relationships with all internal colleagues <p><i>External</i></p> <ul style="list-style-type: none"> • Build strong relations with students • Build strong external communication lines with partners and other external stakeholders • Manage and expand key relationships with external representatives.

3. About You

<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Can deliver teaching in very interactive ways to students and communicate knowledge and expertise professionally • Can assess student work to the appropriate benchmark levels within set timescales. • Can establish what to deliver as suitable content, plan the order of content suitably and ensure this matches the expectations of the module and programme of study • Can access a VLE, upload suitable materials, navigate confidently and communicate with students via a VLE • Is able to communicate and carry out tasks effectively with academic team members and cross-functional teams within set timeframes and protocols
<p>Your Experience</p>	<p>Significant experience of face-to-face teaching of higher</p>

	education students in classes of varying sizes within a subject area taught within the faculty. Experience of assessing students using a variety of methods and of working in teams to deliver classes, modules and programmes.
Your Qualifications	<p>TEFL Q: Diploma in English Language Teaching to Adults (DELTA) or equivalent - <i>essential</i></p> <ul style="list-style-type: none"> ○ Candidates with MA in TEFL/TESOL without TEFL I qualification (e.g. CELTA or Trinity TESOL) shortlisted for interview will be required to provide evidence of 5 hours of systematic observation of lessons by a fully-qualified academic manager or teacher trainer. • Degree or equivalent - <i>essential</i> • A minimum of 2 years' experience of teaching English for Academic Purposes (EAP) in a university environment - <i>essential</i> • HEA fellowship - advantageous
Your Knowledge	<ul style="list-style-type: none"> • Knowledge of subject and topic areas within the faculty at level sufficient to deliver at level required • Knowledge of how to plan classes, organise teaching and what students will benefit from • Knowledge of key communication required of a module leader • Knowledge of assessment techniques • Knowledge of quality assurance expectations internally and externally
What you'll bring to QA	<ul style="list-style-type: none"> • A positive attitude towards supporting the student journey and their needs • Confidence and high levels of self-motivation • A willingness to work in a team • A willingness to be self-critical and reflect • Willingness to undertake a DBS check prior to formal start date being confirmed

4. About QA

About us	<p>We shape the next generation of technologists, leaders and innovators. By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning For over 30 years, we've worked in technology - where the impact of great learning is changing the world. A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people,</p>
----------	---

	<p>cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People. And this is where we come in. People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together. People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p> <p>Higher Education Our UK higher education provision involves working in partnership with universities, colleges and education specialists in the UK to recruit, market and deliver a range of programmes from foundation level, to undergraduate and postgraduate degrees. We currently partner with the following institutions in the UK:</p> <ul style="list-style-type: none"> • Northumbria University • Ulster University • University of Roehampton • Middlesex University • Solent University
<p>We promise to be</p>	<p>Bold</p> <ul style="list-style-type: none"> • Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. • We contribute (insightfully) to the debate inside and outside QA. • We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> • We spend time getting to know you - our learners and our customers - to earn your trust. • We connect a solution to your problem - we have tonnes of different services to help you. • We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> • We embrace change - and support it. • We challenge ourselves to use the latest technologies and methods - no matter how out there. • We're curious - about what you do, about what the person next to you does, about our customers and our learners.
<p>What's on offer?</p>	<p>(Permanent staff) Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and</p>

	<p>development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none">• Season ticket loan• Discounted gym membership• Cycle to work scheme
--	---