Associate Lecturer, Language and Study Skills

International Pathway College

Closing date: 30 July 2017
Interview date: W/C 28 August 2017
Vacancy reference: 5868
INTRODUCTION

The International Pathway College seeks to appoint an English Language Teaching professional to take a leading role in carrying programmes forward at this exciting stage of the new College’s development. You will, in the first instance, take particular responsibility for language assessment and will contribute to test design and more general co-ordination, including moderation, invigilation and marking. However, as the role develops and the needs of the IPC evolve, you should be prepared to take on a wider range of relevant responsibilities, including materials development, teaching and conducting tutorials.

The starting date for this post will be 2 October 2017.
Main

The posts involve collaborating with the Subject Area Lead:

- to plan and coordinate assessment including design and piloting of tests for progression onto University programmes
- to develop and review the curriculum, including module content and materials and contribute to the development of teaching and learning strategies
- to coordinate teams of tutors
- to deliver lessons, tutorials and other forms of teaching
- to undertake a range of administrative responsibilities

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning

In cooperation with the Subject Area Lead:

- to devise and coordinate assessments, including the provision of constructive feedback in a timely manner
- to co-ordinate standardisation procedures, liaise with external examiners and participate in examination boards
- to ensure that the above comply with the quality standards and regulations of the University and specifications of the IPC
- to support the objectives of the department by delivering teaching through lessons, tutorials and electronic media
- to collaborate across disciplines, where appropriate, in integrating content and language learning
- to obtain, analyse and disseminate feedback on module content and performance

Administrative and support responsibilities

- to co-ordinate small teaching teams, including running meetings
- to foster a collaborative ethos, in which staff and students are treated with dignity and respect
- to develop productive working relationships with all IPC staff, including administrative and support staff (both from university and external partners)
- to undertake various administrative responsibilities, including monitoring return of data for student attendance, assessment and reports

Involvement in scholarship and development

- to maintain an up-to-date knowledge of innovative teaching, learning and assessment methods and techniques in the sector, bringing new insights to the department
- to engage in continuous professional development, for example contributing to conferences and taking a lead on staff development
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Undergraduate degree or equivalent</td>
<td>Essential</td>
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<tr>
<td>Postgraduate degree in Teaching English to Speakers of other Languages, Linguistics or comparable discipline area</td>
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<td>Relevant practical teaching qualification, e.g. Cambridge ESOL DELTA or equivalent</td>
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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Understanding of assessment techniques relevant to language and study skills, particularly as they relate to progress into Higher Education</td>
<td>Essential</td>
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<td>Detailed knowledge of ELT within the context of English for Academic Purposes and Higher Education</td>
<td>Essential</td>
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<td>Knowledge of the principles of materials and syllabus design</td>
<td>Essential</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability in assessment design for ELT or HE</td>
<td>Essential</td>
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<td>Ability to coordinate delivery of assessments, including standardisation, invigilation, marking and record-keeping.</td>
<td>Essential</td>
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<td>Ability to coordinate a teaching team and support and mentor individual tutors</td>
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<td>Proficient in the use of office IT and software packages, including the basic Microsoft applications</td>
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<td>Ability to plan, manage, organise and assess own teaching contributions</td>
<td>Essential</td>
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<tr>
<td>Ability in assessment design for ELT or HE</td>
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<th>Experience</th>
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<td>Evidence of successful planning and design of assessments</td>
<td>Essential</td>
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<td>Demonstrable experience in English Language teaching including some of English for Academic Purposes</td>
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<td>Experience of using different delivery techniques, including technology enhanced learning, to enthuse and engage students</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<td>Attention to detail and commitment to high quality</td>
<td>Essential</td>
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<td>Creativity, initiative and judgement in applying appropriate approaches to teaching, assessment and scholarly activities</td>
<td>Essential</td>
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<td>Collaborative ethos</td>
<td>Essential</td>
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<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
<td>Essential</td>
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<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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<td>Commitment to Equal Opportunities</td>
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<td>Willingness to work flexibly to meet the needs of the IPC and its students</td>
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The University’s International Pathway College (IPC) offers new routes for international students to access the transformational higher education of the University of York. All programmes are designed, academically led, taught and managed by university staff. The Foundation and Pre-Masters programmes provide a balance of language, study skills and discipline-specific content, while Pre-sessionals offer direct entry to degree programmes to those with the required academic qualifications. It is anticipated that 300 full-time students will enter the IPC in September with further additions at periodic points in the academic year.

Under the guidance of Subject Area Leads, you will play a key role in the design, development and delivery of academic programmes, whilst ensuring compliance with the quality standards and regulations of the University. It is important that you are able to build successful and productive relationships across the University, with external bodies and professional networks, and to contribute to ongoing academic process review and development.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2016 it is the centre for almost 16,000 students across more than 30 academic departments and research centres. In over 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The University has consistently been recognised as one of the leading Higher Education Institutes and is one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

We are proud of our association with Athena SWAN, holding ten awards in support of women in science, with gold awards for Chemistry and Biology as well as a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th on the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. With a compact and easy to get around design, York enjoys a safe, friendly atmosphere. The campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning space, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing all staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit Rewards Extra.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

**Shopping, culture and entertainment**

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

**Housing and schools**

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

**Yorkshire**

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 5868
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 30 July 2017

What will I need?
You will need to upload:
- your CV
- a letter describing how you meet the requirements of the job
- A copy of your teaching qualification

You will also need details of 2 referees.

Help and assistance
Direct any informal queries to the Subject Area Lead, Chris Copland at chris.copland@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835