Associate Lecturer: Language and Study Skills
International Pathway College

Closing date: 24 February 2019
Interview date: 25 March 2019
Vacancy reference: 7337
INTRODUCTION

The International Pathway College (IPC) seeks to appoint an English Language Teaching professional to take a leading role in developing programmes at this exciting stage of the College’s development. You will act, in the first instance, as the co-ordinator for Language and Study Skills within the Foundation Certificate Science Programmes. You will also be expected to contribute to other programmes within the IPC, such as the Pre-Masters, Pre-Sessional and other Foundation courses. Initially reporting to the Science Programme Leader, with whom you will cooperate in planning programme content and organisation, you will also work closely with Programme Tutors to ensure effective course delivery. Your responsibilities will include materials development, coordinating teams of tutors, representing your modules at exam boards, and the development of assessments, as well as teaching classes, marking assessments, and conducting tutorials.

Matthew Perry

Director of International Pathway College
### Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate may be conditional on a Disclosure and Barring Service check.

### Main purpose of the role

In collaboration with the Programme Leader:

- to apply innovative and appropriate teaching which creates interest, understanding and enthusiasm amongst students
- to develop and review the curriculum, including module content and materials and contribute to the development of teaching and learning strategies
- to plan, develop and coordinate assessment, taking responsibility for module marks at exam boards.
- to coordinate teams of tutors, and inspire creative teaching approaches.
- to deliver lessons, tutorials and other forms of teaching
- to undertake a range of administrative responsibilities
- monitoring student performance, and intervening effectively where necessary (in collaboration with the IPCs student support team)

### At a glance

<table>
<thead>
<tr>
<th><strong>Salary</strong></th>
<th>£32,236—£39,609 a year</th>
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<tbody>
<tr>
<td><strong>Hours of work</strong></td>
<td>37 hours a week, full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Open</td>
</tr>
<tr>
<td><strong>Based at</strong></td>
<td>Heslington Campus West</td>
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### 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 Programme Leader:

- to develop and revise Language and Study Skills modules in terms of design, content, structure and a range of forms of delivery, including online modes, ESAP, and CLIL.
- 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 collaborate across disciplines, where appropriate, in integrating content and language learning
- to obtain, analyse and disseminate feedback on module content and performance
- to support the objectives of the IPC by delivering teaching through lessons, tutorials and electronic media

#### Administrative and support responsibilities

- to co-ordinate teaching teams, including running meetings
- to support and mentor individual tutors, conducting lesson observations and coordinating peer support group projects
- to foster a collaborative ethos, in which staff and students are treated with dignity and respect
- to plan and deliver orientation for tutors
- to supervise field trips and visits (some of which may be residential)
- to engage with the academic tutorial system, ensuring pastoral issues are brought to the attention of staff with relevant expertise
JOB DESCRIPTION

- to develop productive working relationships with all IPC staff, including administrative and support staff (both from the university and external partners)
- to undertake various administrative responsibilities, including monitoring return of data for student attendance, collating assessment marks and student 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 IPC
- to engage in continuous professional development, for example contributing to conferences and taking a lead on staff development
# PERSON SPECIFICATION

## Qualifications
- Undergraduate degree or equivalent  
  **Essential**
- Relevant Teaching Diploma, e.g. Cambridge ESOL DELTA, Trinity Dip TESOL or a PGCE with post 16 ELT specialism  
  **Essential**
- Undergraduate qualification or equivalent in a STEM area  
  **Desirable**

## Knowledge
- Detailed knowledge of ELT within the context of English for Academic Purposes and Higher Education  
  **Essential**
- Knowledge of the principles of materials and syllabus design  
  **Essential**
- Understanding of approaches to assessment and evaluation  
  **Essential**
- Knowledge of the principles and practice of technology enhanced learning  
  **Essential**
- Understanding of ESAP within STEM fields  
  **Essential**

## Skills, abilities and competencies
- Ability to supervise the work of students, provide advice on study skills and assist with learning problems  
  **Essential**
- Proven ability in syllabus and materials development in ELT and in assessment design  
  **Essential**
- Ability to plan, manage, organise and assess own teaching contributions  
  **Essential**
- Ability to set and mark assessments and provide appropriate feedback to students  
  **Essential**
- Ability to coordinate a teaching team and support and mentor individual tutors  
  **Essential**
- Proficient in the use of office IT and software packages, including the basic Microsoft applications  
  **Essential**
- Proven ability to develop ESAP module content within a STEM setting  
  **Desirable**
- Ability to plan and deliver learning in a virtual or electronic environment  
  **Desirable**
PERSON SPECIFICATION

Experience

Demonstrable experience in English Language Teaching including some experience of English for Academic Purposes

Experience in teaching and learning in HE at undergraduate and/or postgraduate level or in an evidenced similar context

Experience of using different delivery techniques, including technology enhanced learning, to enthuse and engage students

Evidence of successful planning and design of teaching material

Experience in teaching international students from different cultural and language backgrounds and familiarity with associated challenges and opportunities

Experience of leading a team of ESAP teachers in a STEM area

Personal attributes

Attention to detail and commitment to high quality

Creativity, initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities

Collaborative ethos

Positive attitude to colleagues and students

Willingness to work proactively with colleagues in other work areas/institutions

Ability to plan and prioritise own work in order to meet deadlines

Commitment to personal development and updating of knowledge and skills

Commitment to Equal Opportunities

Willingness to work flexibly to meet the needs of the IPC and its students
THE DEPARTMENT

The University of York International Pathway College (IPC), provides new routes for International students to access the transformational higher education programmes of the University of York. The IPC offers high quality programmes designed, academically led, taught and managed by the University.

Under the guidance of the Science Programme Leader, the role holder will be fundamental to the provision of excellent teaching and learning, developing a supportive environment within which our international students can succeed.

The role holder will play a key role in the development and delivery of the language and study skills modules within the STEM 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 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and 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 for 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. York enjoys a safe, friendly atmosphere with facilities including 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 spaces, 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 staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

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 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 7337
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 February 2019

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 3 referees.

Help and assistance

Direct any informal queries to Ben Flowerdew via email at ben.flowerdew@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835