Job description

Date last reviewed: July 2016

Faculty/Directorate: Directorate of Corporate Affairs
Department: Oxford Brookes International
Title of post: University Teacher
Grade of post: 8
Post number:
FT or % P/T: Permanent

Principal location of work: Headington Campus
Immediate line manager: Academic Director, Pathway Programmes, OBI
Staff managed: None

Qualifications required for post: Diploma level EFL teaching qualification (i.e. be TEFLQ). A Master’s degree in Applied Linguistics/ TEFL would be desirable but is not essential.

Experience required for post: Proven significant EFL teaching experience, and experience of working on intensive pre-sessional courses

Overall purpose of post: To teach and module lead for the University English course and, as required, other academic courses in the International Centre

Main duties: Teaching, including preparation and marking, academic advising, development of modules, working as part of course teams.

Duties of the post holder will initially be mainly dedicated to the University English Course but could include work on any academic course in OBI.

- Teaching modules and assisting with the induction and coordination of staff, development of teaching materials, including the preparation of assignments and tests, modular handbooks and syllabi, as well as the moderation of assignments, and record-keeping
- Module leadership and materials development for designated modules. Collection of feedback and production of module reports for designated modules.
- Marking and moderating students’ work across the programme.
- Preparing and submitting mark-sheets and reports on students’ progress
- Participating fully in developing academic standards and reviewing new course materials for programmes.
- Close liaison with Subject Coordinator and Course Team.
- Participating in OBI Subject Committee, Academic and Subject Examinations Committee and other departmental meetings
- Sharing responsibility for pre-course placement and induction of students to courses
- Acting as academic advisor for students.
- Undertaking scholarly activity and contributing towards scholarly endeavours.
- Participating fully in and contributing to staff development activities
- Participating in a staff development programme and the peer observation scheme
- Fulfilling any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary, experience and/or training.
Person specification

Faculty/Directorate: Directorate of Corporate Affairs – Oxford Brookes International

Title of post: University Teacher

Starting salary:

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<tr>
<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1. Education/Training</td>
<td>Teaching EFL qualification at Diploma level (i.e. be TEFL Q)</td>
<td>Master’s degree in TEFL or Applied Linguistics or postgraduate degree in a relevant subject.</td>
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<td>IELTS Examiner</td>
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<td>Experience of test-writing</td>
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<td>2. Relevant Experience</td>
<td>Proven significant EFL teaching experience.</td>
<td>Experience of work in a Higher Education environment.</td>
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<td>Experience of work on intensive pre-sessional courses.</td>
<td>Experience of course design and development.</td>
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<td>Experience of EAP teaching.</td>
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<td>3. Relevant Skills/Aptitudes</td>
<td>Strong organisational and administrative skills</td>
<td>IT skills in course design and development</td>
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<td>Ability to work flexibly and respond to initiatives.</td>
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<td>Proven Counselling and pastoral skills</td>
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<td>Ability to work proactively with other members of a teaching team.</td>
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<td>4. Special Requirements</td>
<td>*Successful and satisfactory background check received from the Criminal Records Bureau, after interview and before appointment</td>
<td>Awareness of curriculum development and issues related to EAP.</td>
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<td>5. Other</td>
<td>Willingness and availability to teach during the busy Summer Semester (June-August)</td>
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