UNIVERSITY COLLEGE BIRMINGHAM

JOB DESCRIPTION

Job Title:	Lecturer in English for Academic Purposes – TNE (HE)
Department:	Learning Services (CASE)
Contract:	Full time (a 1-year fixed contract, renewable by mutual agreement upon completion)
Salary Range:	£31,861,764 - £44,352.00
Salary Grade:	AC2
Report To:	Deputy Head of Department (CASE)
Job Purpose:	To plan, develop and deliver high-quality, inclusive and contextualised English for Academic Purposes (EAP) provision for the University's Transnational Education (TNE) programmes in Wuhan, China. The role focuses on supporting international students studying on UCB-validated programmes delivered through partner institutions, enabling them to develop the academic English and study skills required for successful progression into English-medium higher education. The postholder will contribute to the delivery, assessment and continual enhancement of TNE EAP modules, ensuring consistency of standards and alignment with University expectations.
Main Duties & Responsibilities:	**Learning and Teaching:** 1. Deliver learning activities on a range of TNE programmes and levels, using appropriate digital learning platforms and technologies. 2. Develop and prepare high quality, inspiring and inclusive Learning and Teaching materials, assignments, activities and assessments which to support international students' development of academic English within their disciplinary and cultural contexts. 3. Develop and adapt EAP teaching materials, learning activities and assessments specifically for TNE cohorts, ensuring they are inclusive, accessible and aligned with intended learning outcomes.

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	4. Provide supervision, guidance and feedback on students' academic language development and independent learning tasks. 5. Participate fully in TNE course team activities and act as a Unit/Module Leader as required. 6. Contribute to curriculum development, promotion and marketing of new courses and new approaches to Learning and Teaching. 7. Provide high quality academic, pastoral and personal support for TNE students, including acting as a Personal Tutor. **Management and Administration:** 8. Assist with the administration, enrolment and induction of TNE students. 9. Contribute to the review of TNE learning programmes, e.g. retention, attendance, success, progression and student satisfaction. 10. Contribute to TNE student recruitment through participation in marketing and promotional events, such as open days/evenings. 11. Contribute to award boards, if required (HE). **Liaison and Networking:** 12. Contribute to collaborative links with other programmes/subjects and develop internal networks. 13. Develop links with external partners such as other educational bodies, employers and professional bodies to foster collaboration. 14. Reflect and act upon feedback from students/peer observations to enhance contribution and practice. 15. Offer peer support and share good practice in all aspects of the role. **General:**

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	16. Engage in meaningful professional development and updating relevant to the University and School objectives. 17. Participate fully in team/Department/School meetings and planning activities. 18. Participate fully in annual review and other University processes. 19. Demonstrate a commitment to promoting the principles of Equality and Diversity. 20. Duty of care in respect of Health and Safety of self and others. 21. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 22. To ensure practice is in line with the requirements of the General Data Protection Regulations. 23. Any other duties commensurate with the nature and grade of the post.

*The above does not represent an exhaustive list of duties associated with this role.

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PERSON SPECIFICATION

Post:	Lecturer in English for Academic Purposes – TNE (HE)	**Weighted criteria**
Experience:		
1	Experience teaching English for Academic Purposes in higher education contexts, with evidence of successful student outcomes	X
2	Experience assessing students using the CEFR	
3	Experience supporting international students within transnational education contexts	X
4		
5		
Skills & Abilities:		
6	Ability to teach a range of English levels from pre-intermediate to advanced.	
7	Excellent written and spoken English and effective communication skills.	
8	Strong digital literacy and ability to use online learning technologies effectively.	
9	Ability to work independently while contributing effectively to a team.	
10	Ability to work sensitively with students from diverse linguistic and cultural backgrounds.	
Education & Qualifications:		
11	Minimum undergraduate degree level qualification or equivalent	
12	At least 2 years' EAP teaching experience, with at least CELTA or CertTESOL (DELTA or equivalent desirable)	X
13		
14		
15		
Training & Professional Development:		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18	HEA membership or willingness to work towards.	
19		
20		
Other:		
21	Ability to work flexibly within the requirements of term-time delivery across TNE programmes	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to delivering high-quality, student-centred provision.	
24	Adherence to the relevant regulations of the University and appropriate professional bodies, if applicable.	
25		

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