Job Detail
(Overview, Role Detail and Person Specification)

Faculty of Arts and Sciences

Title: Senior Lecturer in English Language Teaching (ELT)
Grade: 9
Hours: Full Time
Contract: Permanent
Location: Ormskirk
About the University

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lanchashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University is ranked as Gold in the Teaching Excellence Framework (TEF), the government’s evaluation of excellence in teaching quality, learning environment and student outcomes.

Edge Hill is one of the select few universities to have held the coveted UK University of the Year title, awarded by Times Higher Education (2014/2015) and it appears in the Times Higher’s Global Ranking (801-1000). Recent successes include a Global Teaching Excellence Sportlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

When Edge Hill was awarded University of the Year title for 2014/15, Times Higher Education described it as “a great success story...an institution that improves and impresses year after year”. The award recognised its outstanding achievements in student satisfaction, staff engagement, graduate employment and innovation as well as its strengthening research profile, investment and growth. It also celebrated Edge Hill University’s distinct role in “transforming lives” – reflecting a distinctive philosophy of creating opportunity from excellence.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission’s ‘HR Excellence in Research Award’, which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

To gain the HR Excellence in Research Award Edge Hill University has undertaken a comprehensive Gap Analysis exercise in order to generate a 2-year action plan (2018-2020), based on the Concordat Principles, to enable continuation of good practice and facilitate improvement in areas identified as needing development.

To find out more visit https://www.edgehill.ac.uk/fas/about-
Reward:

We want you to feel happy when you come to work and proud when you go home. From the moment you join us you have the opportunity to enhance your skills. We offer a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching day all to support your professional development.

This is just a taste of what we are able to offer you at Edge Hill University.

About You

You will be an enthusiastic and friendly professional with excellent communication and interpersonal skills coupled with a commitment to providing an excellent student experience. An established record of professional practice or promising research profile in ELT/ Applied Linguistics and very good teaching experience on ELT programmes is essential. A background in intercultural communication with supporting professional qualifications (Cambridge DELTA/Trinity DipTESOL) and a Masters degree in an appropriate discipline. Experience of teaching abroad would be an advantage.

To be successful you will further enrich our students’ experience through your expertise and subject knowledge as evidenced through your qualifications and experience. In return, you will join a forward thinking and dynamic team that pushes the boundaries of curriculum development within a Language Centre accredited by the British Council.

About the Job

The Edge Hill Language Centre’s mission is to support language learning at the University. It offers English Language courses, ranging from those aimed at preparing students for academic study here (Pre-sessional/International Foundation Year/Pre Masters Programme) to summer programmes for those wishing to improve their English-language ability while learning about, and experiencing, contemporary British culture. It also offers credit-rated modules in French, Spanish, Arabic, German and Mandarin. From 2019 it will offer an MA in TESOL.

You will be required to make a significant contribution to the delivery of our ELT programmes (including the MA TESOL), contributing to the delivery of our provision mostly for international students or students for whom English is not the language of habitual use but may also teach on courses for home students as appropriate. Candidates should have proven experience of acting as Co-ordinator on a variety of courses as directed by the Director of the Language Centre, overseeing operational needs.
You will be expected to make a significant contribution to initiatives to internationalize the student experience for all. You will be committed to enhancing the student experience and to innovation in teaching and assessment.

**Candidate guidance**

When you are ready to start the formal application process, please visit [www.edgehill.ac.uk/jobs](http://www.edgehill.ac.uk/jobs) click ‘vacancies’ search for the role you wish to apply for, and click ‘Apply online’. The online application form can be completed in stages and you can login/logout at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards within the form at any time prior to submission. Help is available at each stage to guide you through the form.

Before final submission, you can preview your application and can then choose to refine or submit the form.

**About the Selection Process**

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to get back to applicants within two working weeks following the closing date.

**Please note that DBS checks will be carried out if your work will require this at any point during your employment.**

We look forward to receiving your application and thank you for your interest in the role.

**Hours: Full Time**

Grade 9, points 36-40, Salary £39,609-£44,559 per annum
Senior Lecturer A, Grade 9, Role Specification

Duties and responsibilities

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required.

As a Senior Lecturer you will:

Teaching and Learning / Scholarship

- Effectively lead taught modules and programmes, taking a lead role in curriculum delivery and organisation, including teaching;

- Contribute effectively to the design and planning of the curriculum for Language Centre courses, including the writing of course validation documentation as required, ensuring compliance with the University’s Academic Regulations and Quality Management Handbook;

- Seek to enhance the quality of education that students receive by ensuring that high standards are maintained in your own teaching, through regularly engaging with appropriate professional development activities;

- Develop and use teaching and learning strategies across aspects of a course, which encourages student involvement and advances their independent learning, adapting delivery to suit students’ needs, including leading on use of VLE to maximise student experience and providing tutor support for Blackboard;

- Collaborate with colleagues in the continuous review and development of Department’s programmes;

- Supervise and monitor foundation, undergraduate and postgraduate taught students and supervise and monitor international students accessing English language courses;

- Engage in subject professional and pedagogy research and/or scholarship or attend external conferences and professional interest meetings as required to support teaching and course delivery;

- Reflect on your own teaching and implement ideas for improving your own performance;

- Contribute effectively towards the development of the Language Centre’s provision and profile, including travel overseas for promotional reasons or to deliver some provision, if required.
Student Support

- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Director;

- Take responsibility for specific aspects of the assessment process e.g. moderation or liaison with external examiner and assist Director in all Q&A procedures (internal and external) e.g. British Council, BALEAP accrediting bodies;

- Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a number of students;

- Take an advisory role in complex cases of support for a student.

Research

- Carry out research and scholarship or enterprise projects which support and inform the work of the Language Centre as agreed with the Director.

Leadership / Service / Externality

- Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute;

- Co-ordinate courses, overseeing day-to-day operational aspects of the courses including preparation of documentation, induction and tutor support, induction and student support, collation of student and tutor feedback, production of course reports and any other co-ordination duty required by the Director;

- Contribute effectively towards the development of the Department including taking lead responsibility for nominated projects;

- Responsible for the overall quality auditing of course provision, working with the Director to identify areas where current provision is in need of revision or improvement;

- Develop others with ability to mentor colleagues and to carry out teaching observations with oral and written feedback to further develop teaching staff

- Be a fully active member of relevant Departmental/Faculty/Institutional business/committees as required and contribute to partnership working, projects and enterprise activity with external colleagues and service users (where appropriate);

- Promote the work of the Institution and participate in the recruitment, selection and induction of students;
- Participate in and develop additional external networks/operational links to further the development and reputation of the department and of the University;

- Effectively manage relationships with key internal and external stakeholders;

- Take part in relevant internal boards, committees and working groups as required;

- Organise and administer tasks in an efficient and effective manner;

- Carry out any other duties as requested by Head of Department/Line Manager, commensurate with the grade of the post.
**Person Specification:**

**Method of Assessment** (I-Interview, A-Application, T-Test, P-Presentation) Please note that applications will be assessed against the Person Specification using these criteria.

**Qualifications**

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<th>Evidence</th>
<th>The successful candidate should have:</th>
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<td>Essential/Desirable</td>
<td>A good relevant honours degree or equivalent qualification and experience of Higher Education learning</td>
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<tr>
<td>Essential</td>
<td>Level 7 qualification such as Cambridge DELTA or Trinity Diploma in TESOL</td>
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<tr>
<td>Essential</td>
<td>Masters Degree in an appropriate discipline</td>
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<td>Desirable</td>
<td>Advance HE Fellowship if appropriate, or commitment towards</td>
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<tr>
<td>Desirable</td>
<td>PhD or commitment towards</td>
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**Skills and Knowledge**

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<td>Essential/Desirable</td>
<td>A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities</td>
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<td>Essential</td>
<td>Successful record of having developed and used to good effect, flexible and innovative approaches to the design and execution of teaching, learning and assessment</td>
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<td>Essential</td>
<td>Ability to work on one’s own initiative, to reflect on one’s own skills and knowledge, and to seek opportunities to develop</td>
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<td>Essential</td>
<td>Ability to work successfully in a team, with extensive experience of teaching EL/EAP on a variety of course types, both in the UK and overseas</td>
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<td>Essential</td>
<td>Ability to ensure that information and communication technology (ICT)/VLEs promote and enhance independent learning to maximise student experience, overseeing a Blackboard presence and acting as the focal point for tutor support</td>
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<td>Essential</td>
<td>A willingness to engage in scholarly activity/research to support Language Centre activities</td>
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**Experience**

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<td>12</td>
<td>Significant experience of innovative foundation, undergraduate and postgraduate teaching in higher education and proven experience of taking part in related Q&amp;A activity (e.g. internal assessments and external accreditations)</td>
<td>Essential</td>
<td>A/I</td>
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<td>13</td>
<td>Experience of co-ordinating teaching teams on a variety of course types and proven experience of curriculum development &amp; materials writing</td>
<td>Essential</td>
<td>A/I</td>
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<td>14</td>
<td>Proven ability to support the diverse academic and personal needs of individual students</td>
<td>Essential</td>
<td>A/I</td>
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<td>15</td>
<td>Excellent communication skills, both written and verbal, and excellent interpersonal skills with evidence of having developed successfully networks with colleagues, students and external stakeholders.</td>
<td>Essential</td>
<td>A/I/P</td>
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