

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job Description for the post of:**

**Director of the Language Centre  
EHM0178-0321**

**Reporting to:** Associate Dean (Learning, Teaching & Quality)  
Faculty of Arts & Sciences

**Accountable to:** Dean of Arts & Sciences

**The Post**

The University is seeking to appoint a talented and inspiring academic leader to the position of Director of the Edge Hill University Language Centre. This is a management role carrying with it responsibility for all aspects of the strategic direction of the Language Centre and its future positioning in international contexts. The person appointed will lead the Centre through its next phase of development, identifying opportunities for new high-quality initiatives. The Language Centre has achieved British Council and BALEAP accreditation and it is expected that the Director will push forward priorities for excellent teaching, intercultural awareness and student support, playing a key role in advancing the University's ambitious internationalisation agenda. Providing grounded and visionary leadership the role holder will assist in the further development of a culture of high performance and will provide leadership, vision and direction to staff within the Centre.

The post will require an individual with the ability to integrate research and teaching, with demonstrable experience of close collaborative working with other academics and professionals, evidenced through direct experience. Experience of international education systems and of supporting diverse learning styles will be a distinct advantage.

The Edge Hill University Language Centre provides excellent teaching and learning facilities for its students. The Centre has grown significantly over the last five years. The Centre currently offers a range of EFL programmes, an International Foundation Year and an MA in TESOL.

This is an exciting opportunity to lead a Language Centre into the next phase of its strategic development. You will have a DELTA qualification and an established track record of international experience. You will be expected to make a major contribution to developing the external profile of the Centre and in supporting a small group of talented staff in all

aspects of academic performance. You will have excellent teaching and student support skills and a commitment to ensuring that the provision retains and extends market share.

Candidates will provide a full letter of application and academic curriculum vitae.

In formulating their letter of application, candidates should provide their vision for the Language Centre with appropriate evidence in the areas of leadership, management and professional standing. Edge Hill will expect a successful candidate to maintain a high level of achievement in the future, and applicants are asked to indicate in their application the ways in which they place the development of their academic and professional work in the broader institutional context. Proficiency in more than one language is as essential requirement.

## **Duties and Responsibilities**

### **Centre Leadership and Management**

1. To provide colleagues with direction through strongly grounded and effective leadership. Adopting an inclusive, engaging and motivating leadership style that seeks to achieve a highly engaged team and commitment from staff.
2. To articulate clearly a vision for the future for the Centre which is aligned to University and Faculty strategic and operational objectives and which enables staff to understand how their efforts contribute to Faculty and University achievements.
3. Responsibility for the academic and financial management of the Centre.
4. Responsibility for managing budgets and resources to ensure efficiency and cost effectiveness.
5. Responsibility for enhancing teaching quality and ensuring that an excellent student experience is delivered by the Centre (including the monitoring of assessment processes).
6. Responsibility for the management and development of academic and administrative staff including the operation of the annual performance review and probationary schemes.
7. Responsibility for the operation of quality management and enhancement including monitoring the quality assurance processes of the Centre's collaborative provision.
8. Monitoring recruitment and international application rates to ensure relevance of the academic portfolio.

### **External Engagement, Enterprise, Research**

1. Identify and develop external funding sources.

2. Represent the University, network effectively and work in close collaboration with other academics and professionals on joint funded projects or knowledge transfer projects that further develop your discipline.
3. Advance their position in research, scholarship and creativity, evidenced by publications and other appropriate forms of public output.

## **Teaching**

1. Contribute to teaching in your specialist area, including the MA TESOL. Make a lead contribution to the development and delivery of taught courses with an international dimension.
2. Design and be responsible for the contents and specific areas of teaching and learning within the undergraduate and postgraduate programmes.
3. Teach and support learning on appropriate modules as required by teaching obligations.
4. Act as personal tutor to undergraduate and postgraduate students.
5. Maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the highest standards.
6. Undertake academic duties required to sustain the delivery of high quality teaching.
7. Support and comply with the University's and Faculty's teaching quality assurance standards and procedures.

## **Leading Teams**

1. To ensure that all staff within the Centre are provided with inspirational leadership and experience highly effective management practices
2. To develop and sustain a culture of outstanding performance through an engaging leadership style which delivers high levels of discretionary effort and an engaged staff
3. To ensure that the staffing resources are deployed to achieve the most effective outputs, that expectations and objectives are clear and that there is a coherent and for development to meet school needs

## **Corporate Responsibilities**

1. Participate in Edge Hill University's decision-making processes.
2. Contribute to and serve as appropriate on internal committees, working and advisory groups.

3. Contribute to the fulfilment of Edge Hill University's Mission Statement, Internationalisation and Research Strategies, and Strategic Plan by implementing agreed Edge Hill policy.
4. Promote and implement the University's equal opportunity policies'
5. Participate in and accept responsibility for contributing to the management and development of the University
6. Actively promote and support effective communications in all aspects of the work of the University.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

**Salary:** Management scale

**Hours:** Full Time

**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

## PERSON SPECIFICATION

Director of the Language Centre  
EHM0178-0321

### CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
<b>Qualifications, Knowledge and Experience</b>				
1	Excellent undergraduate and postgraduate degree or equivalent professional qualification in an appropriate discipline	*		A
2	Demonstrated ability to generate external funding		*	A/I
3	Demonstrated ability to provide academic leadership in teaching and research/knowledge exchange/enterprise	*		I
4	Engagement in academic and professional networks through active membership of associations, societies and professional bodies etc., preferably at an executive level	*		S/I
5	Demonstrated ability to teach at undergraduate and postgraduate levels with evidence of a commitment to excellence and innovation in teaching	*		S/I
6	An established national or international reputation as a scholar	*		A
7	Demonstrated ability to successfully lead change in a complex environment	*		S/I
8	Demonstrated ability to initiate new and innovative developments in the curriculum	*		S
<b>Skills, Abilities and Competencies</b>				
9	High level strategic leadership and motivational skills with an inclusive and engaging team building ethos and focus	*		S/I
10	People development capability with a strong continuous professional development orientation	*		A/I
11	An excellent relationship builder with the ability to positively engage, communicate and influence a diverse stakeholder group.	*		I
12	High levels of emotional intelligence	*		I
13	Excellent verbal and written communication skills	*		A/S/I
14	Excellent resource management and planning skills	*		S/I
15	Excellent language skills	*		S/I
16	Ability to contribute to the assurance of quality and standards	*		A

<b>Personal and Professional Development</b>				
17	Ability to reflect on own skills and knowledge, and to seek opportunities for professional and personal development	*		S/I
<b>Personal Qualities</b>				
18	A strong commitment to the University Mission, Vision and Values	*		I
19	Adaptable with the ability to operate flexibly in a structured yet complex, changing and challenging environment	*		I
20	Self-motivated and proactive approach to identifying new opportunities and developing realistic yet creative and innovative solutions	*		S/I
21	Willing and able to undertake significant travel including national and international travel.	*		S/I

**\*Method of Assessment**

**(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)**

Please note that applications will be assessed against the Person Specification using this criteria.