



Job Profile

(Overview, Role Detail and Person Specification)

Faculty of Arts and Sciences

Title:	Lecturer in English Language Teaching (ELT)
Grade:	8
Hours:	Full Time
Contract	Permanent
Location	Ormskirk

About the University

Edge Hill University is based on an attractive, award-winning 160-acre campus in Lanchashire, close to Liverpool and Manchester. The Institution has been providing higher education for more than 30 years, with a mission to create opportunity from knowledge. The University is an academic community comprising more than 10,000 full time undergraduate and postgraduate students and a further 6,000 on part time and professional development programmes.

Edge Hill is ranked as Gold in the Teaching Excellence Framework (TEF), the government's evaluation of excellence in teaching quality, learning environment and student outcomes. Only one in five UK higher education institutions are ranked as Gold.

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). Recent successes include 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 (Times 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 practices and very good teaching experience on a wide range of ELT programmes is essential. You will have a background teaching EAP and teacher education/training courses with supporting professional qualifications (Cambridge DELTA/Trinity DipTESOL) and a Masters degree in an appropriate discipline (ELT/TESOL/Applied Linguistics/Linguistics). 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 and BALEAP.

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 (Pre-sessional/International Foundation Year/STEM Foundation Year (new)) to summer programmes for those wishing to improve their English language ability while learning about, and experiencing, contemporary British culture. Registered students also benefit from In-sessional provision. Teacher education and training courses include the MA in TESOL (face-to-face and online) and the Trinity CertTESOL (new). The Language Centre also offers credit-rated modules in French, Spanish, Arabic, German and Mandarin in addition to extracurricular evening classes.

You will be expected to make a significant contribution to the delivery of our ELT programmes (including the MA TESOL, Trinity CertTESOL and credit-rated modules), 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 teaching General English, EAP and teacher training and education courses.

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. You will also be willing to travel overseas, including teaching on flying faculty courses.

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 Lecturer you will:

- Provide support to individual students and groups of student in accordance with Edge Hill procedures, referring students to further support services as appropriate;
- Contribute to the curriculum development of the Language Centre's EL/teacher training courses and academic programmes and wider Faculty where appropriate, producing high quality teaching and learning material to support and develop student learning;
- Enhance the quality of education and provision by ensuring that they maintain high standards of learning and teaching;
- Use teaching and learning strategies, which encourage student involvement and advance their independent learning, adapting delivery to suit learners' needs;
- Contribute effectively to curriculum delivery, at the modular level, taking lead responsibility, where appropriate, within Foundation, UG and/or PG levels and contribute to other English language programmes and short courses.

Scholarly Activity/Action Research

- Engage in professional and pedagogic staff development and/or scholarship and attend external conferences and internal staff development events (mandatory and optional), networking meetings and professional interest meetings as required to support teaching and course delivery;
- Carry out developmental projects or action research projects which support and inform the work of the Language Centre as agreed with the Director.

Curriculum Development

- Contribute effectively to the design, planning and materials of the curriculum for Language Centre courses allocated to you, including the writing of course validation documentation if required, ensuring compliance with the University's Academic Regulations and Quality Management Handbook;
- Effectively manage relationships with key internal contacts, including liaison with departments for specific course design purposes, as required;
- Collaborate with colleagues in all areas in the continuous review and development of

the Department's programmes.

Organisation and Management

- Be an active member of relevant departmental committees or working groups as required;
- Contribute to the work of the Language Centre with any relevant international partners as required;
- Promote the work of the Institution and department and participate in recruitment, selection and induction of students as required;
- Attend Open Day and other recruitment-related activities as required by the Director;
- Participate in and develop additional external networks/operational links to further the development and reputation of the department and of the University;
- Organise and administer tasks in an efficient and effective manner, carrying out all teaching-related administration required;
- Work according to a working pattern commensurate with the grade of this post, in agreement with the Director;
- Carry out any other duties as requested by the Director (Line Manager), commensurate with the grade of the post.

Specific duties and responsibilities

- Provide high standard teaching on the full range of course types: EL, EAP (Pre-session, In-session, Foundation) and teacher education and training courses, acting as module leader on credit-rated courses and contributing to materials and course design;
- Engage with relevant, context-driven professional networks to enhance learning in the field (especially BALEAP and other professional networks);
- Develop and use teaching and learning strategies across courses, to encourage engagement and autonomy, adapting delivery to suit students' needs (face-to-face or online), including the use of the VLE (Blackboard) to enhance the student experience;
- Take part in all QA & E assessments and inspections internally (institutional periodic reviews) and externally (e.g. BALEAP, British Council, Trinity College London);
- Reflect on your own teaching (both face-to-face and online) and implement ideas for improving your own performance in addition to taking part in annual performance reviews with your Line Manager;
- Teach on flying faculty courses involving travel overseas;

- Be available (rota basis) to offer guidance to students in the LC's Language Lounge, as required;
- Attend all LC and course meetings as required;
- Support less experienced EL colleagues on new courses (e.g. during summer);
- Effectively oversee the academic welfare, progress, examination, assessment and marking of the students' work as designated by the Director;
- Provide useful and timely feedback to students on submitted work and assignments;
- Undertake personal tutor responsibilities as required;
- Provide support to individual students and groups of student in accordance with Edge Hill procedures, referring students to further support services as appropriate;
- Take part in relevant module, programme internal boards for assessment of students, as required;
- Contribute effectively towards the development of the Language Centre's provision and profile, including travel overseas for promotional reasons or to deliver course provision, if required.

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

	The successful candidate should have:	Essential/ Desirable	Evidence
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential	A
2	Level 7 qualification such as Cambridge DELTA or Trinity Diploma in TESOL	Essential	A/I
3	Masters Degree in an appropriate discipline (ELT/TESOL/Applied Linguistics/Linguistics)	Essential	A/I
4	Advance HE Fellowship if appropriate, or commitment towards	Desirable	A/I
5	PhD or commitment towards	Desirable	A

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable	Evidence
6	A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities	Essential	A/I
7	Successful record of having developed and used to good effect, flexible and innovative approaches to the design and execution of teaching, learning and assessment	Essential	A/I
8	Ability to work on one's own initiative, to reflect on one's own skills and knowledge, and to seek opportunities to develop	Essential	A/I
9	Ability to work successfully in a team, with extensive experience of teaching EL/EAP and teacher education or training courses, in the UK and/or overseas	Essential	A/I
10	Ability to ensure that information and communication technology (ICT)/VLEs promote and enhance independent learning to maximise student experience, using Blackboard for course materials and additional resources.	Essential	A/I
11	A willingness to engage in scholarly activity/action research and attend external conferences to support Language Centre activities	Essential	A/I

Experience

	The successful candidate should have:	Essential/ Desirable	Evidence
12	Significant experience of innovative foundation, undergraduate and postgraduate teaching in higher education and proven experience of taking part in related Q&A activity (e.g. internal assessments and external accreditations)	Essential	A/I
13	Experience of teaching on a variety of course types (as stated above) and proven experience of curriculum development & materials writing	Essential	A/I
14	Proven ability to support the diverse academic and personal needs of individual students	Essential	A/I
15	Excellent communication skills, both written and verbal, and excellent interpersonal skills with evidence of having successfully developed networks with colleagues, students and other key stakeholders.	Essential	A/I/P
16	Experience of working overseas.	Desirable	A/I

Competencies and Personal Attributes

The successful candidate should have:	Essential/ Desirable	Evidence
Enthusiasm	Essential	I
Commitment	Essential	I
Team working	Essential	I
Good interpersonal skills	Essential	I
Flexibility and adaptability	Essential	I

Candidate guidance

When you are ready to start the formal application process, please visit 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.

Salary:

Terms and conditions of employment: Will be those for Grade 8 Lecturer.

Grade 8 Lecturer. Points 31-35

Salary for this grade: £34,804 - £39,152 per annum.

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