

Post Description

Position	Lecturer (Education) – English for Academic Purposes	Position No.	14090
Directorate/College/ Institute	Brunel Language Centre (BLC), CMSR		
Grade	H3: £38,587 to £50,296 per annum plus cost of living allowance applicable to location		
Contract type	Full Time, Permanent		
Accountable to	Head of English for Academic Purposes for TNEs in China		
Reports	May be required to: mentor colleagues with less experience; co-ordinate the work of others to ensure effective teaching delivery; supervise administrative and professional support staff.		
Internal stakeholders	Vice Provost, International and Academic Partnerships Vice Dean for the Brunel NCUT Joint School & the Course director of TNE CQUPT program Head of Department of Mathematics Head of Department of Civil & Environmental Engineering Head of Department of Mechanical and Aerospace Engineering Head of Department of Electronic and Electrical Engineering Director of Brunel Language Centre		
External stakeholders	North China University of Technology (NCUT) Chongqing University of Posts and Telecommunications (CQUPT)		
Date reviewed	September 2020, April 2021		

Main accountabilities:

The post holder will be based at the North China University of Technology, Beijing, People's Republic of China.

To contribute to a positive student experience through the design and delivery of high-quality research-informed teaching, student support and administration by:

- Engaging the interest and enthusiasm of students, inspiring them to learn
- Developing innovative teaching, learning and assessment methods that are informed by sector best practice and pedagogic scholarship, bringing new insights to the College
- Providing effective student support and guidance
- Taking responsibility for specific administrative duties such as admissions, examinations, assessments

Key duties and responsibilities:

This job description indicates the expectations and responsibilities of staff at this level. This does not mean that staff will be expected to do all the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect and require a member of staff at this level to undertake these activities when requested,

with reasonable notification and support. Similarly, the job description is not exhaustive and a post holder may be required to undertake duties of a similar level and responsibility.

Teaching Practice

- To plan and deliver face-to-face sessions for English for Specific Academic Purposes and/or English as a Foreign Language (as appropriate), including academic writing and research, communication and presentation skills, reading and listening for academic purposes, to Chinese students and/or mixed nationality groups, adhering to the BLC schemes of work, carefully preparing all lessons, providing timely marking and appropriate feedback, and incorporating a sound knowledge of EAP and ELT methodology in teaching
- Develop appropriate methods and resources for teaching and learning support in relation to lectures, classes, tutorials, and seminars, including on-line and distance learning and placement preparation
- Design and develop teaching resources, including practical work, that support defined learning objectives, foster debate, critical discourse, and develop the ability of students to engage in reasoned arguments and rational thinking
- Lead on developing a blended learning approach appropriate to the discipline, and the use of Brunel's VLE
- Set and mark course work and examinations; select appropriate assessment instruments and criteria and provide timely, constructive and comprehensive feedback to students
- Supervise student projects
- Identify areas where current provision is in need of revision or improvement
- Ensure that module design and delivery comply with the quality standards and Department/College/University regulations

Student and Staff Support

- Provide pastoral care to students, adopting an approachable and accessible attitude and offering regular personal contact
- Monitor student progress, providing support, including advice on study skills, as required
- Deal with student discipline, suitability matters, complaints and appeals as required
- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff
- Cooperate with colleagues in the continuous review and development of the programme, including use of the VLE
- Manage the work of others when requested to do so
- Mentor colleagues with less experience and advise on personal development

Administration and Management

- Manage all administrative and student related matters in relation to own modules, including co-ordinating the work of others
- Take responsibility for specific administrative duties such as admissions, examinations, assessments, personal tutoring, schemes of work, records of work and timetables
- Attend and contribute to Departmental, College and University meetings as required
- Take an active role in student recruitment activities

Communication

- Communicate complex and conceptual ideas in an accessible format
- Disseminate good practice within subject area and department
- Participate in and develop external networks, for example to contribute to student recruitment, build relationships for future activities

Scholarship

- Engage in scholarship as required to support teaching activities

- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities

External Engagement

- Participate in appropriate learning and teaching events internally and externally
- Attend local/regional EAP events where attendance is beneficial to your role at the University

Professional Development

- Undertake and evidence continuous professional development (CPD) relevant to discipline and subject area, complying with professional standards board requirements for CPD

Effective Behaviours

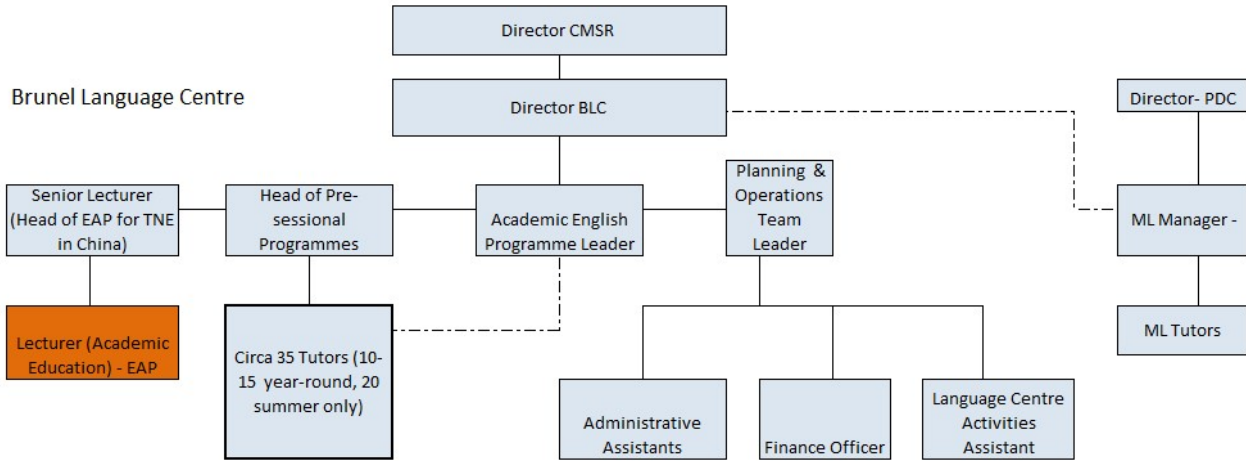
- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking within Brunel and also with NCUT and CQUPT
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt to a flexible approach to the demands of a busy college/department in order to accommodate changes in priorities when required

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

Organisational Chart

The organisational chart comprises the role, the manager of the role and any direct reports to the role.



Disabled applicants meeting the Essential criteria will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



Person Specification

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	RSA CELTA and first degree (or equivalent).	E	Certificates checked at pre-employment stage
	RSA DELTA	E	
	Master's in TESOL or equivalent.	D	
	PhD or appropriate professional qualification in relevant discipline	D	
Experience	Relevant EFL/EAP teaching experience with mixed and mono nationality groups of all levels.	E	Application form and interview
	Additional EAP experience as well as experience in ESAP, eg Business/Management, Engineering, etc	E	Application form and interview
	Experience of a range of teaching methods	E	Application form and interview
	Experience of supervising UG and PGT students in line with own discipline	E	
	Experience of carrying out administrative duties linked to teaching or workplace training	E	Application form and interview
Knowledge, skills and abilities	A thorough grounding in English grammar and usage and knowledge of the academic skills required for international students to study successfully at a UK university.	E	Interview
	Up-to-date knowledge of ELT/EAP methodology and approaches to classroom teaching and management.	E	Interview
	A knowledge and sensitivity to cultural differences.	E	Interview
	Development of course materials.	E	Interview
	Understanding of research-informed, evidence-led/practice-based teaching and its implementation in teaching and learning practice	E	Interview
	Good understanding of current practice and developments in own discipline	E	Interview
	Knowledge of issues affecting HE sector	E	Interview

	Able to work as part of a team and independently as required	E	Interview and references
	Able to coordinate and prioritise a range of activities effectively	E	Application form and Interview
	Presentation skills of an appropriate standard to be able to address large audiences clearly and effectively	E	Interview
	Able to provide clear and constructive feedback, advice and support to students	E	Application form and Interview
	Able to design and develop teaching resources, including for online delivery	E	Interview
	Able to contribute to new programme developments and new teaching approaches in Dept	E	Interview
	Demonstrate an ability to communicate clearly in English, conveying ideas and concepts both verbally and in writing to a diverse audience	E	Interview
	Demonstrate good inter-personal, presentation & communication skills that allow clear and coherent talks to be delivered as well as, persuasive written documents to be prepared for teaching and representational duties.	E	Interview
Additional Attributes Required (not included above)	Professional approach to work	E	Interview and references
	An approachable and friendly disposition.	E	Interview
	An interest in and respect for people from a wide range of different cultures.	E	Interview
	Commitment to the University's Equal Opportunities Policy.	E	Interview

Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Job description attached (must incorporate identified hazards)			
Please tick all relevant workplace hazards identified with this position. Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitizers, Biological Agents Class 2 and above and GMOs.			
<input checked="" type="checkbox"/> Display screen equipment	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Prolonged standing e.g. 1 hour plus	<input checked="" type="checkbox"/> Prolonged sitting e.g. 1 hour plus
<input type="checkbox"/> Biological agents: Class 2 and above and GMO Class 1	<input type="checkbox"/> Human blood, tissue or fluids	<input type="checkbox"/> Respiratory sensitizers or laboratory allergens e.g. animals	<input type="checkbox"/> Skin Irritant/Chemicals
<input type="checkbox"/> Work in confined places	<input type="checkbox"/> Ionising radiation	<input type="checkbox"/> Noise (more than 80 dba-8 hrs. law)	<input type="checkbox"/> Lone working
<input type="checkbox"/> Use of dangerous machinery	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Shift work/night work	<input type="checkbox"/> Work outdoors
<input type="checkbox"/> Neck & arm vibrating equipment	<input type="checkbox"/> Fork lift truck driving	<input type="checkbox"/> Work at heights	<input type="checkbox"/> Lasers
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:			
Physical demand of the job:	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Bending <input type="checkbox"/> Pushing
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:			
Travel/Off-site working:	% of time:	<input checked="" type="checkbox"/> UK	<input checked="" type="checkbox"/> Overseas
Driving for work:	<input checked="" type="checkbox"/> None/Occasionally	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly
Management responsibility:	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Non-supervisory	
Hours of work:	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time hours	
<input checked="" type="checkbox"/> Non-standard contractual hours? (evenings/weekends)		<input type="checkbox"/> Night work	
Frequency, number of hours, type of work outside standard hours: Work outside of normal working day (9-5) in China due to time difference with UK			
Other – including occasional or possible work hazards (please specify nature and frequency):			