

Job Description

Job Title: Academic Manager of LNU English Year – Shenyang, China

Faculty/Directorate: Technology, Arts & Culture

Duties of the role	
Overall purpose of the role	<i>To lead and develop the delivery of DMU's provision of English Language and Academic Skills to Chinese students at De Montfort University's Partner University LNU in Shenyang, NE China, as part of the English Year of the Dual Award 4+0 Programme and the 1+1 MSc in Smart Accounting</i>
Main duties and responsibilities	<ul style="list-style-type: none"> • Prepare and deliver regular lessons in English for Academic Purposes (EAP), covering the language skills of Reading, Writing, Speaking and Listening, and academic skills such as summarising, doing research and taking part in seminar discussions. • Formal line management of DMU English teaching staff on secondment at LNU, including regular appraisals and a context for ongoing professional development. • Undertake regular formative observations of DMU English teaching staff, in line with British Council guidelines around English teaching provision. • Lead the ongoing academic development of the English Year Programme. • Co-ordinate with the LNU English Lead regarding any teacher absence, and ensure provision is made for students to not be disadvantaged, providing and organising cover where possible. • Monitor progress of students and liaise with the LNU English Lead to identify students needing extra English support, co-ordinating support as needed. • Co-ordinate assessment, including assignment briefs, dates, and ensuring adequate standardisation of English assessments. • Liaising with BAL Faculty Staff on marking board dates and marks submission. • Develop teaching materials and make them available on Learning Zone. • Organise regular meetings with DMU English tutors to ensure smooth delivery of syllabus content and assessment. • Organise a timetable for peer observation for DMU English tutors, following DMU's peer observation guidelines. • Liaise/meet on a regular basis with LNU English Lead and CELL TNE English Lead to ensure smooth delivery of programme. • Track student attendance in DMU English classes, and liaise with LNU English Lead regarding any students missing classes.

Person Specification

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Faculty/Directorate: TAC

Grade: G

Full time

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications	Diploma in ELT (DELTA, preferred) or MA in ELT /TESOL	Essential	X			X
	CELTA / TESOL certificate or equivalent with a minimum 5 hours of assessed teaching practice (*not needed if candidate has DELTA)	*Essential	X			X
	PGCert, HEA fellowship or similar	Desirable	X			X
Teaching and Learning Support	Knowledge and experience of teaching and learning EAP in higher education.	Essential	X	X		
	Experience of academic leadership	Essential	X	X		X
	Experience of direct line management	Desirable	X	X		
	Sensitivity to a diverse range of staff and student needs and evidence of responding to their needs.	Essential	X	X		
	Experience of teaching overseas.	Essential	X	X		
	Ability to provide face-to-face learning and online support using a variety of tools.	Essential	X		X	
Research and Scholarship	Established or in development research, commercial or publication profile.	Desirable	X			X
Planning and Resources	Ability to work within a team and on own initiative.	Essential	X	X		
	Experience of HE student recruitment and selection requirements in particular English Language attainment levels	Essential	X	X		
Citizenship	Ability to communicate effectively at all levels of the organisation	Essential	X	X		
	Ability to contribute to the subject and school's public engagement activities	Essential	X	X		
	Legally allowed to work and reside in China & UK	Essential	x			x

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence