

## Job Description

<b>Post title:</b> Teacher of Academic English for Business Studies (based in Taiwan)	<b>Post No:</b>
<b>Organisation Unit:</b> Nottingham Language Centre	<b>Date compiled:</b> May 2019
<b>Grade:</b> N / A	<b>Hours per week:</b> 40 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> 1 year renewable	
<b>Immediate line manager:</b> I-Shou University	
<b>Designation and grade of any staff supervised by the postholder:</b> None	
<b>Job purpose:</b> To contribute as required to teaching, academic administration and research activities in English for Academic Purposes	
<b>Principal duties and responsibilities:</b> The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:	
<p><b>1. Subject Area</b></p> <p>English for Academic Purposes</p>	
<b>Principal duties and responsibilities:</b>	
<p>2. To teach and provide supervision at undergraduate levels on programmes within English for Academic Purposes utilising appropriate teaching, learning, support and assessment methods. This to include undertaking marking, assessment and examination work and provision of timely feedback to students.</p> <p>3. Develop a range of approaches to teaching and learning which are innovative for the University and subject area which create interest, understanding and enthusiasm amongst students and reflect developing practice elsewhere. Collaborate with colleagues to identify and respond to students' needs.</p> <p>4. Actively engage in subject research to support teaching activities, ensuring that module content is informed appropriately by topical research issues.</p> <p>5. Maintain relationships with national or international professional organisations within the subject field. This may involve links with professional bodies, e.g. re ongoing accreditation.</p> <p>6. Actively engage in individual or collaborative scholarly activities, applying the knowledge acquired to further develop teaching and other activities.</p> <p>7. Liaise with national and/or international partners to ensure comparability of collaborative provision within the department.</p> <p>8. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development and scholarly activities appropriate to the post.</p>	

9. Responsible for the pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought.
10. To undertake administrative duties appropriate to the post.
11. Attendance at team meetings as required.
12. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.

**Special requirements:**

Given the nature of the role, some weekend work and international travel may be required subject to the needs of the business.

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

<b>Job description drawn up by</b>	Martin Seviour, Acting Head of Nottingham Language	May 2019
<b>Approved for department by</b>	Ms Angela Brown, Dean of School of Arts and Humanities	May 2019

## Person Specification

<b>Post Title:</b>	Teacher of Academic English for Business Studies (based in Taiwan)	<b>Post No:</b>	
<b>Organisation Unit:</b>	Nottingham Language Centre		
<b>Grade:</b>	<b>N/A</b>	<b>Date Compiled:</b>	May 2019

<b>Attributes</b>	<b>Essential *</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Knowledge of the theory and practice of contemporary English language learning and teaching, especially in relation to English for Academic Purposes.</p> <p>Detailed knowledge of contemporary teaching practices within Higher Education (HE)</p>	<p>Knowledge of blended learning / online learning materials.</p> <p>Knowledge of the theory and practice of materials design, especially in relation to English for Academic Purposes.</p>
<b>Skills</b>	<p>Good interpersonal skills, an ability to empathise with staff and students, and an ability to communicate complex ideas effectively to students using a variety of teaching methods, thereby enhancing the student experience</p> <p>Ability to analyse academic texts for their linguistic challenge to international students, and to create high quality language teaching materials based on this.</p> <p>Excellent technical skills and fully conversant with appropriate professional practices</p> <p>Good administrative, IT, and analytical skills</p>	<p>Ability to manage academic processes in a Higher Education environment</p> <p>An understanding of the issues affecting HE</p> <p>Evidence of professional development, e.g. attending and presenting at conferences.</p> <p>Ability to undertake scholarly activity in the discipline</p>

<b>Experience</b>	Significant experience of teaching English as a Foreign Language, including English for Academic Purposes Overseas teaching experience.	Experience of academic language support and teaching in higher education. Experience of academic administration and organisational responsibilities within a HE environment.
<b>Qualifications</b>	First degree in any discipline Cambridge DELTA, Trinity Diploma or equivalent language teaching qualification.	Master's degree in TESOL or a related subject. Membership of relevant Professional bodies

Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	<p><b><u>Organisation and delivery</u></b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p><b><u>Team working</u></b> Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p><b><u>Communicating and influencing</u></b> Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments</p> <p><b><u>Customer focus</u></b> Works to identify customer needs. Seeks feedback develops service delivery accordingly. Influences and develops ideas to enhance customer</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p><b><u>Making informed decisions</u></b> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken</p> <p><b><u>Creativity and Innovation</u></b> Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery</p>	<p>2</p> <p>2</p>
<b>Person Specification drawn up by:</b>	Martin Seviour, Acting Head of Nottingham Language Centre		<b>Date:</b> May 2019	
<b>Approved for department by:</b>	Angela Brown, Dean of the School of Arts & Humanities		<b>Date:</b> May 2019	

\* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK