



OPPORTUNITY

Pre-sessional Programme Director

Reference: R210497

Salary: £42,149 to £50,296, per annum. Grade 9, depending on experience

Contract Type: Permanent

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

To lead, manage, develop and enhance Aston University's Pre-sessional Programmes. As a member of the Centre for English Language and Communication (CELCA), contribute to delivering and developing the activities of the Centre. In line with the University Strategy and Education Strategy, take part in identifying innovative solutions which could strengthen CELCA's provision, enhance student experience and employability as well as promote CELCA among its stakeholders.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To be responsible for the design, content and day-to-day delivery of the Pre-sessional Programmes.
- ▶ To co-ordinate and supervise the activity of the Pre-sessional teaching team, ensuring that the programmes meet internal and external quality standards. This will include teacher induction, lesson observation, monitoring delivery and student progress, evaluation of the programmes and implementing appropriate changes.
- ▶ To contribute to teaching and assessment of students on the Pre-sessional Programmes and other students of the Centre, as required.
- ▶ To provide academic support, pastoral care and advice to Pre-sessional students, and other students of the Centre, as required.
- ▶ To liaise with Colleges, Professional Services and other departments to ensure appropriate support and tracking of students during and after the Pre-sessional Programmes, and a continuous review and development of the Programmes.
- ▶ To be responsible for continual monitoring and enhancement of the Pre-sessional Programmes, in line with University policies and external quality standards such as BALEAP accreditation standards.
- ▶ To use and promote a range of methods and techniques in teaching, learning and assessment, including online, blended and hybrid methods of delivery.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.

External Engagement

- ▶ To enhance the University's reputation with professional/scholarly bodies such as BALEAP and IATEFL by participating in existing networks and by developing new links capable of demonstrating impact.

Citizenship

- ▶ To carry out specific roles and functions as may be reasonably required e.g. Module Leader, Personal Tutor or representative on departmental and University-wide committees.
- ▶ To manage own teaching, scholarship and administrative activities.

- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ To contribute to marketing and recruitment activities by liaising with the International Office and marketing department, taking part in promotional events, taking responsibility for Pre-sessional webpages and other activities, as appropriate.
- ▶ To contribute to the recruitment of Pre-sessional staff.
- ▶ To identify potential for the development and growth of the Pre-sessional Programmes.
- ▶ To contribute to the Centre's activities in line with the strategy of the Centre, the Education Strategy and the University Strategy, as required.
- ▶ To ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ To carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ To promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	RSA/UCLES CELTA or equivalent Master's degree in a relevant subject (e.g. TEFL/ TESOL/ EAP/ Applied Linguistics)	Application form
Experience	Experience of teaching and assessing English for Academic Purposes (EAP) in Higher Education context, in person and online Experience of leading and enhancing an EAP programme such as a pre-sessional programme Experience of EAP curriculum and materials design, and implementation of innovative practices, including the use of VLE and other digital tools	Application form and interview Application form and interview Application form and interview

	Essential	Method of assessment
	Experience of quality monitoring and improvement	Application form and interview
Aptitude and skills	Ability to teach across a range of EAP/ESP/EFL programmes, in person and online	Application form and interview
	Ability to develop appropriate EAP/ESP learning and assessment materials, classroom-based and online	Application form and interview
	Ability to lead and motivate teaching and administrative colleagues	Interview
	Ability to develop professional contacts within the university and within the wider EAP/ESP/EFL community	Interview
	Ability to problem-solve, trouble-shoot and respond to change with flexibility and resilience	Interview
	Ability to demonstrate critical reflective practice	Interview
	Ability to communicate accurately, fluently and appropriately with diverse audiences at a very high level of English proficiency in both speech and writing	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Postgraduate Certificate in Teaching & Learning in Higher Education or equivalent	Application form
	Fellowship of Advance HE	Application form
	DELTA (Diploma in Teaching English to Speakers of Other Languages) or equivalent	Application form

	Desirable	Method of assessment
Experience	Experience of engaging in recruitment, promotion and/or marketing activities related to a programme of study	Interview
	Experience of engaging with scholarly activity to support learning and teaching, and programme design	Interview
Aptitude and Skills	Ability to develop English language tests, particularly in the area of English for Academic Purposes	Application form

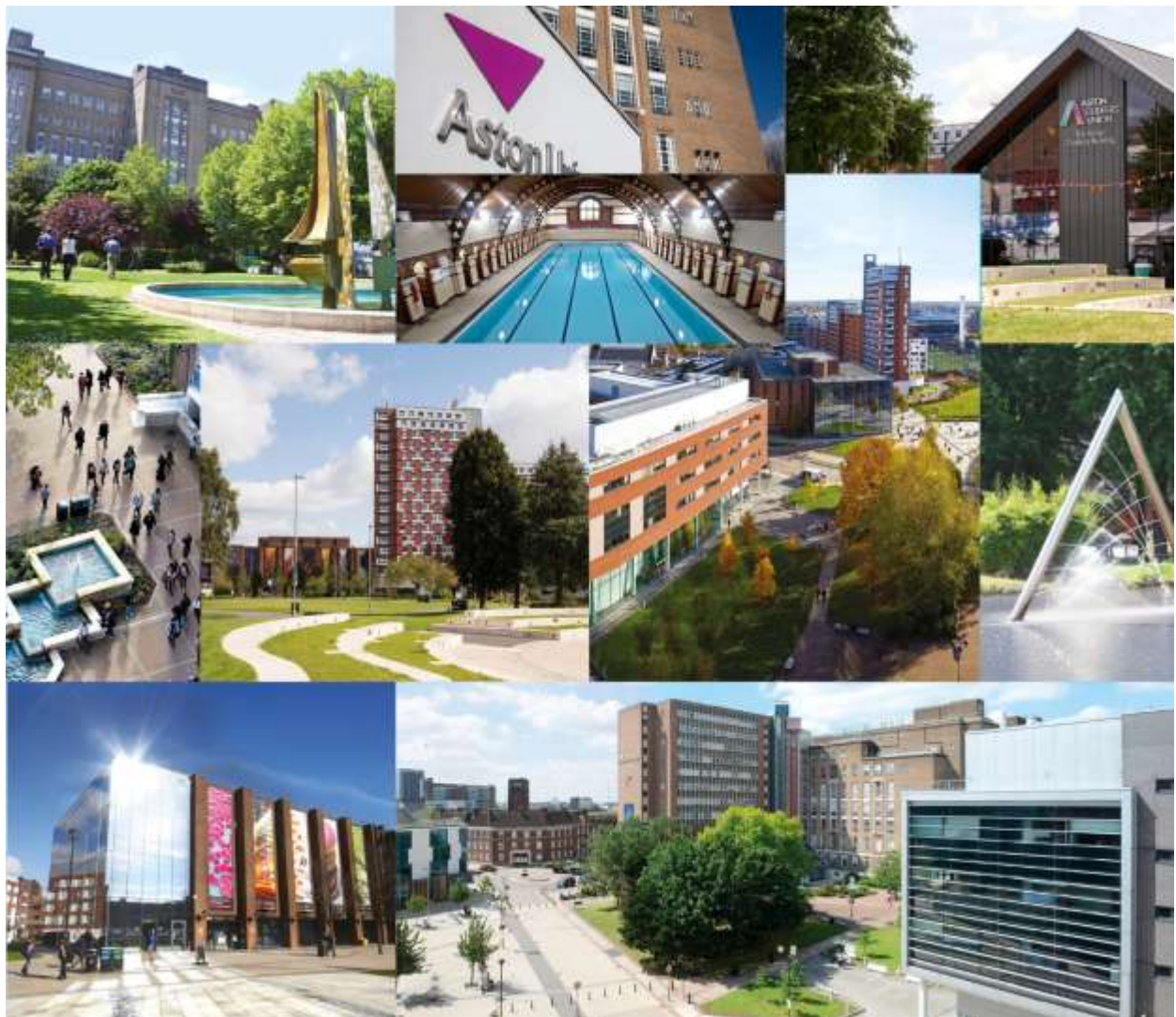
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ania Bailey

Job Title: Head of Centre for English Language and Communication (CELCA)

Email: a.bailey@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

New immigration system from 1 January 2021

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens who were not resident in the UK before 31 December 2021 will need to get a visa in advance.

You can find more information [here](#)

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the [UKVI website](#). Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

- Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>
- Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**