



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	English Language Centre Programme Manager				
DEPARTMENT	English Language Centre				
LOCATION	Brayford Campus				
JOB NUMBER	SA9072	GRADE	7	DATE	July 2019
REPORTS TO	Head of English Language Centre				

CONTEXT

The English Language Centre (ELC) is a professional service located in the Student Services department of the University of Lincoln. The service provides English language support for international students both before and during their programme of study. The University of Lincoln is committed to enhancing the international student experience through the development of the English Language Centre.

JOB PURPOSE

The post holder will make a significant contribution to the quality of the international student experience and to the University's international recruitment and external income-generating effort as a member of the English Language Centre (ELC) by:

- leading and managing a team of professional EAP staff in the delivery of ELC programmes
- managing and developing the programme syllabus for In-sessional English for Academic Purposes (EAP) programmes for international students.
- Contributing to the wider English Language Centre agenda including the development of programmes outside of in-sessional support, such as pre-sessional courses and summer schools, and supporting the Head of the English Language Centre as appropriate.

KEY RESPONSIBILITIES

Planning & Organising

Manage, design and develop the programme syllabus and schemes of work for English for Academic Purposes (EAP) programmes delivered by the English Language Centre to international students at the University of Lincoln with a particular focus on In-sessional support

Schedule and implement programmes appropriately to coincide with key dates in the University's academic calendar.

Manage and develop the criteria for diagnostic testing (Lincoln English Language Test) of international students to determine appropriate support via the creation of learning support plans.

Manage the delivery of timetabled in-sessional support in School and Colleges, working with relevant Heads of Schools and Academic members of staff to establish teaching requirements.

Analysis & Research

Research, create and develop new material and content for in-sessional programmes delivered by the English Language Centre to international students, identifying and acting on areas where current provision needs revision or improvement.

Manage the development of bespoke English for Specific Purposes (ESP) courses through liaison with relevant academic Schools and Colleges.

Liaise with academic colleagues and/or support departments appropriately to ensure that programme delivery reflects curriculum development and content, addressing appropriate study skills for international students.

Service Delivery

Create and develop timetables and schedules for in-sessional English Language programmes, taking into consideration peak times and applying relevant material appropriately.

Co-ordinate the day to day delivery of in-sessional English language programmes delivered by the English Language Centre working with appropriate departments e.g. timetabling/room bookings

Undertake appropriate evaluation of programmes, collate and disseminate results and co-ordinate appropriate development of the programmes as required.

Oversee the delivery of the Password English language assessment, and co-ordinate invigilation and assessment of students taking the test.

Act as Senior Tutor on in-sessional ELC programmes, teaching as appropriate in balance with other duties and commitments.

Communication

Provide high level advice and guidance through one to one support for students requiring individual support.

Ensure ELC team members are kept up to date on developments within the University and via external sources e.g. UKVI.

Teamwork & Motivation

Manage a team of EAP tutors (permanent and hourly paid) working across the English Language Centre, assuring the dissemination of the curriculum and materials with responsibility for their ongoing appraisal and development.

Support EAP tutors through observation of teaching, providing appropriate feedback and guidance.

Liaison & Networking

Support the development of ELC projects and programmes outside of in-sessional delivery (e.g. Pre-sessional English programmes and summer schools) through liaison with the Head of the English Language Centre.

Provide reports and updates to senior members of staff with regard to the ongoing development and delivery of English language support at the University of Lincoln

Contribute to the management and development of international student support services for students, including orientation and arrival and enrolment processes.

Attend relevant College Committee meetings or other working groups, representing ELC and the wider Student Services department.

Deputise for the Head of English Language Centre as and when required.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The post holder will have highly developed interpersonal, instructional and presentational communication skills and expertise together with an understanding of the longer term issues affecting the area of work. The post holder will make independent decisions having an impact upon the particular work area and will be involved in longer term decision making, with others, in a broader context. The post holder will use initiative and creativity to resolve problems where the optimum solution may not be immediately apparent. Flexible working, including evenings and/or weekends, may be required to meet key deadline. Some overseas travel may be required. The post-holder will have the ability to deal with different cultural sensitivities and possess the ability to resolve situations which may arise.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Head of English Language Centre • Head of Student Services • Colleagues within English Language Centre • Colleagues within Student Affairs • Timetabling/Room Bookings • Academic staff • International Office • Administrative staff in colleges and professional support services • Library staff • International Students 	<ul style="list-style-type: none"> • Relevant professional associations, e.g. the British Association of Lecturers in English for Academic Purposes (BALEAP). • UK Visas and Immigration (UKVI) • British Council



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
A good Honours degree	E	A
Cambridge ESOL DELTA teaching award, an RSA Diploma TEFLA or equivalent, or a recognized postgraduate qualification in EAP, EFL, Applied Linguistics	E	A
A teaching qualification	D	A
Experience:		
Significant experience of teaching EAP at Higher Education level	E	A/I/P
Experience of course/syllabus design	E	A/I/P
Experience of language assessment and testing strategies	E	A/I/P
Experience of co-ordinating the delivery of English language support at HE level	D	A/I/P
Skills and Knowledge:		
Developed knowledge of language and text structure required for EAP classroom practice.	E	A/I
Ability to communicate complex subjects orally in both written and spoken contexts	E	A/I/P
Sound interpersonal, instructional and presentational communication skills	E	I/P
Ability to work independently, but also work effectively as a member a wider team.	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure.	E	A/I
Proficiency in word processing, presentation software and any other relevant IT packages.	E	A/P
Ability to provide constructive and explicit feedback on students' spoken and written work	E	A/I
Competencies and Personal Attributes:		
Ability to work independently and with teams involved in international student support.	E	A/I
Ability to work flexibly and with high levels of personal organisation.	E	A/I
Ability to manage time and workload effectively and to meet deadlines	E	A/I
Enthusiasm and commitment	E	A/I

Business Requirements:		
Willingness to work irregular hours if required	E	I
Some overseas travel may be required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	MD	HRBA	PC
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