

**Job Title: Associate English Lecturer**

**Department: BPP University, School of Business**

**Location: Manchester**

**Contract: Freelance (term by term basis)**

**Reporting to:**  **Faculty Manager (Associates)**

**Job Background**

The BPP School of Business is recruiting for associate faculty to teach (face to face) Academic Skills and Academic English (EAP) on our in-sessional English undergraduate and postgraduate programmes within the Business School, and who are excited by the prospect of using their professional expertise to develop careers in higher education.

**Key Responsibilities**

1. Preparing and teaching an intensive course of Academic English and Academic Skills for international students as preparation for management or accounting programmes. Delivering a high-quality learning experience following preprepared content.
2. Delivering EAP and ESP materials for international students.
3. Ensure that students are appropriately supported and provided with timely and constructive guidance for their academic development.
4. Accurate and timely record keeping.
5. Ensuring that all academic policies and procedures of the BPP University are adhered to.
6. Working closely with Operational Teams and Module Leaders.
7. Any other duties appropriate to the role.

**Role Requirements**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Masters in ELT/Applied Linguistics and/or DipTESOL or DELTA | * A TEFL-related Certificate with Cambridge or Trinity |
| **Experience** | * Experience of EAP in an appropriate HE context; * relevant experience of teaching EAP or ESP English classes; * Experience in teaching and supporting international students undertaking academic programmes |  |
| **Skills** | * Excellent written and verbal communication skills; * Excellent presentation skills; * The ability to plan, organise and prioritise workload; * The ability to work well in a team and be collaborative; * Digital literacy; * Self-motivation; * An enthusiastic educator who demonstrates passion in their teaching. | * Knowledge of online webinar delivery |
| **Values** | * Everybody Matters * Trust and Respect; * Stronger Together; * Embrace Change; * Student, Learner and Client Centric. |  |