

**BPP Job Description**

**Job Title Lecturer (English)**

**Department School of Business**

**Location London Portsoken Street**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Faculty Manager**

**Job Purpose**

BPP Business School is recruiting for a lecturer to support the delivery and development of our English programmes across the School. We are looking for highly motivated practitioners who are excited by the prospect of using their professional expertise to develop careers in higher education. For this role, we are interested in hearing from practitioners and/or experienced academics who can teach English throughout our MSc and BSc programmes.

As well as teaching, our faculty staff undertake a variety of duties including, but not restricted to, module leadership, curriculum and content design, assessment development and marking, student cohort and group management, as well as teaching and training activities (face to face or online). The role may include some evening teaching (sessions usually 6pm – 8pm) which could be delivered either face to face or online, dependent upon the programme.

**Key Responsibilities**

Preparing and teaching an intensive course of academic English and academic skills for international students as preparation for their Business Management or Accounting programmes:

* Delivering EAP and ESP materials for international students
* Design and develop teaching materials that integrate discipline-specific language with academic and professional communication skills, in alignment with learning outcomes and sector benchmarks (e.g. BALEAP)
* Ensure that students are appropriately supported and provided with timely and constructive guidance for their academic development
* Develop, deliver, and assess a range of EAP and ESP assessments in line with BPP’s academic regulations and UKVI guidelines
* Maintaining regular contact with colleagues to provide feedback on module progress
* Engage in professional development and reflective teaching practice to support continuous enhancement of academic delivery and pedagogical innovation
* Ensuring that all academic policies and procedures of BPP University are adhered to
* Any other duties appropriate to the role.

**Skills, experience & qualifications required - Essential**

* Masters in ELT/Applied Linguistics and/or DipTESOL or DELTA
* For those not currently holding either a teaching qualification or a Fellowship of the HEA, a commitment to achieving these through BPP's PGCLT or Headway scheme is essential
* 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
* Excellent written, verbal communication and presentation skills
* The ability to plan, organise and prioritise workload
* Excellent digital literacy skills

**Skills, experience & qualifications required - Desirable**

* A TEFL-related Certificate with Cambridge or Trinity
* Knowledge of online webinar delivery

**Pre-employment Checks**

* Credit Check \*\*Remove if not required.
* DBS Check \*\*Remove if not required.
* Other Check(s) (please specify) \*\*Remove if not required.

*BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates.  BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices.*