



# Applicant Pack

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# Welcome to DMUIC!



Philip Moere  
DMUIC College  
Director

**Breaking down the barriers to learning to bring education to more people across the world.**

I am delighted you have expressed an interest in De Montfort University International College, where we offer pathways courses that lay the foundations for international students to study for undergraduate and post graduate degrees.

We are seeking teachers who are passionate about their subject who will support me and my team to realise our vision that our students will progress fully equipped with the skills they need to thrive in a UK university and succeed in their degree studies.

We have already established a vibrant college at the heart of De Montfort University in Leicester of over 3000 thousand students and a staff body of over 150 teaching and support colleagues but because of our success we will welcome a significant new intake of students in January 2023.

Our aim therefore is to recruit excellent academic staff to join us at DMUIC and be part of an academic community that cares for the students on our programmes and ensures, with the College Services team, that they are fully supported during their time with us.

In turn, we offer a strong academic heritage with a focus on maintaining and enhancing education quality, and we will provide opportunities for your professional development so that you are able to deliver outstanding teaching and learning.

I hope that you will see how you can be part of a truly remarkable college that values its people and students alike.

As a prospective candidate you are welcome to discuss any questions you may have prior to making an application.

# Who We Are

The De Montfort University International College (DMUIC) is operated by Oxford International Education Group in partnership with DMU. Founded in 1991, Oxford International Education Group supports students worldwide to achieve academic success through life-enhancing educational experiences.

**We aim to create environments that foster academic and personal development – enabling our students to achieve exceptional results. Therefore, we judge our success on our student’s academic results and experience.**



## OVER 50,000 STUDENTS

Our courses help over 50,000 UK and international students achieve academic success every year



## 7 EMBEDDED COLLEGES

Since launching our first college in 2014, we have established 7 embedded colleges with exceptional universities



## 95% PROGRESSION RATE

In 2018/19, 95% of students who completed their course with us, progressed onto their studies with their chosen university

# What We Do

## University Partnerships

We develop highly successful embedded pathway colleges in partnership with universities and higher education preparation courses through Oxford International multi-articulation pathway colleges.

## Career Colleges

In Canada, we offer career-focused qualifications that help international students' to progress onto university with credits or to gain work experience and placement.

## English Language

Our outstanding schools and exciting social programmes ensure both adult and junior students develop their English whilst exploring different cultures and having fun.

## Education Services

Our education services provide universities with end-to-end recruitment, conversion and operations-processing functions to strengthen and scale international student acquisition.

## OI Digital Institute

Our online division offers secure online testing for university applicants, preparation courses for higher education and teacher training qualifications. Through partnerships with universities, we develop innovative programmes with a range of online and blended delivery models.



# Our Values

Oxford International has built a reputation as an industry-leading education provider. We're student-centred and truly committed to providing the very best in innovative learning experiences to every student.

**We take great pride in establishing a culture based on our core values. Our working ethos is passionate, caring and focused on delivering outstanding results for our students and stakeholders.**



We love what we do and strive for excellence



We build relationships through trust, honesty and respect



We are not afraid to be different and we celebrate innovation



We put our students and their goals at the heart of everything we do



..and we believe a smile goes a long way

# Our Mission

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We will deliver innovative, high-quality education and services to unlock opportunities, build trusted partnerships and enable success for our students, our people, our partners, and communities around the world.

# Our Vision

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We aim to deliver **Learning Without Limits**, by providing life-enhancing experiences to help students worldwide to develop personally and professionally and enrich their future opportunities.

# About DMUIC

De Montfort University International College (DMUIC) is an embedded college located at the heart of the De Montfort University campus in its well-equipped building.

DMU itself is in the centre of Leicester and has excellent transport links to other towns and cities in the Midlands.



# Why Work for DMUIC?

The college is one of the largest of its type in the UK and has earned an outstanding reputation for preparing students for entry on to their chosen undergraduate and post graduate degrees.

**You will therefore be part of highly successful college that offers its staff a range of employee benefits which express our values and our commitment to being a great place to work:**

## Flexible Working



We provide flexible working options. Although remote work may not always be possible for operational reasons, we provide our staff & managers with a framework within which they can discuss homeworking arrangements.

## Cycle-to-Work Schemes



We have two Cycle-to-Work schemes that enable our employees to obtain a bike and cycling accessories in a way that saves them money through a simple tax efficient salary sacrifice scheme.

## Pension



At Oxford International, everyone gets to enrol on one of the two pension schemes if they want: The People's Pension or Scottish Widows.

## Interest Free Loans – for Travel Season Tickets



For our people that commute regularly we can offer interest-free loans for season tickets.

## Enhanced Annual Leave



We promote wellbeing in the workplace & ensure our employees have a good work-life balance by providing an enhanced holiday entitlement. In addition to annual leave our people get an extra day off to celebrate their birthday, buying a new house, or any special occasion!

## Eyecare Vouchers



Any colleague who regularly uses a monitor for work is entitled to an eye test paid for by Oxford International. We provide eyecare vouchers for Specsavers that cover the cost of the test and offer savings on glasses if needed.

## Family Pay



When our people become new parents they receive enhanced maternity, paternity or adoption pay that is above and beyond the statutory.

## Employee Referral Scheme



Our employee referral scheme allows our employees to be rewarded for recommending someone to the organisation and who is subsequently hired.

## Professional Development



We promote professional and personal development in a variety of ways, including giving all staff access to the LinkedIn Learning platform and supporting staff to take certified professional qualifications so that everyone can perform to the best of their availability and develop their careers.

## Employee Assistance Programme



Our Employee Assistance Programme offered through Health Assured provides our people with immediate, confidential, independent support for mental health and wellbeing.





# Job Description

<b>Job title</b>	English for Academic Purposes & Study Skills Tutor		
<b>Division/dept.</b>	De Montfort University International College		
<b>Working hours</b>	10 – 20 contact hours per week during term time	<b>Start date</b>	4/1/23
		<b>End date</b>	17/3/23
<b>Annual leave</b>	33 days including public holidays pro rata		
<b>Reports to</b>	Head of English & Study Skills	<b>Location</b>	Leicester
<b>Salary</b>	£26.25-£36.75 per contact hour	<b>Bonus</b>	-
<b>Job purpose</b>			
<p>We are seeking to appoint enthusiastic and motivated teachers to join our teaching team in the English and Study Skills Department. Your role will involve teaching and assessing international students to ensure they exceed targets. You will support learners in all aspects of their educational studies using both pre-prepared materials, innovation within your teaching as well as utilising e-learning opportunities where appropriate.</p> <p>Based at the heart of De Montfort University's campus, DMUIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to a variety of university Degrees, both Undergraduate and Postgraduate, at De Montfort University. Our students come from over 50 different countries providing an incredibly diverse community of learners. We strive for student achievement through providing the best possible student experience, professional staff and outstanding resources. Our success in this isn't possible without the commitment, dedication and collaboration of every member of staff.</p> <p>If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application.</p>			

<b>Main duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Teach English for Academic Purposes (EAP), pre-sessional English and/or Academic Study Skills to international students from a range of linguistic, educational and cultural backgrounds. <u>This position requires both face-to-face and online teaching.</u></li> <li>• Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners</li> <li>• Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours</li> <li>• Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied</li> <li>• Select, prepare and use teaching and learning materials appropriate for international students and contribute relevant materials to the to the tutors' shared resource drive</li> <li>• Assess students throughout their EAP modules by regularly creating, providing and marking both formative and summative evaluations</li> </ul>

- Provide detailed oral and written feedback to students and other stakeholders, for example, the Head of English, the Head of Administration and College Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Contribute to the development of schemes of work and assessment materials
- Populate the VLE (Blackboard) with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes
- Adhere to both the DMU and DMUIC policies and codes of conduct for staff

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Person specification		
	Essential	Desirable
<b>Statutory requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to live and work in the UK</li> <li>• Undergo an Enhanced DBS disclosure check or overseas equivalent</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in TEFL/TESOL/Linguistics <b>and</b> CELTA/Trinity Cert</li> <li>• <b>or</b> Cambridge DELTA, Trinity DipTESOL</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in TEAP</li> <li>• PGCE</li> <li>• HEA Fellowship</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• At least 2 years English for Academic Purposes teaching experience preferably within a UK further or higher education context</li> <li>• Experience of Teaching in a university embedded college/ Experience of teaching pre-sessional courses</li> </ul>	<ul style="list-style-type: none"> <li>• Adept at the use of latest technological teaching aids</li> <li>• Experience of curriculum development and student assessment</li> <li>• Experience teaching in multi-lingual classroom</li> <li>• Experience teaching in an online environment</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Empathy with international students and an understanding of their needs</li> <li>• Flexibility and adaptability</li> <li>• Excellent communication skills, oral &amp; written</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the higher education environment</li> <li>• High level IT skills</li> </ul>

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

*OIEG is committed to safeguarding and promoting the welfare of children. As part of our Safer Recruitment Policy you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be*

*asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.*

*This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.*

**To apply**

In the first instance please send CV and covering letter to the Head of English at [nick.besley@dmu.ac.uk](mailto:nick.besley@dmu.ac.uk).



# How to Apply

Please send a full and up-to-date CV to [nick.besley@dmu.ac.uk](mailto:nick.besley@dmu.ac.uk) together with a supporting statement that describes:

**1**

**How your experience to date have prepared you for this post**



**2**

**How you are qualified for this role**



**3**

**How you will ensure excellent academic progress and outcomes for your students**






De Montfort University International College and Oxford International Education Group are committed to the safeguarding and welfare of young people and vulnerable adults and expect all staff, volunteers and contractors to share this commitment. Successful applicants will be expected to complete an enhanced DBS check.

# Connect With Us

[www.oxfordinternationaleducationgroup.com](http://www.oxfordinternationaleducationgroup.com)

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