

English and Academic Writing Adviser

Job Description

POSITION OVERVIEW

Department	Academic Services, Student Support and Development Team & Linked to Global Learner Support (GLS)
Location	Devon House, London
Term	Full-time; permanent
Hours	(38 hours per week; 09:00 – 17:30)
Salary	£39,000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	June 2022

The College is part of the Northeastern University global network. Northeastern University's main campus is in Boston, but it has additional sites in California, Washington, North Carolina, Maine, Toronto, and Vancouver. The College delivers UK undergraduate and taught postgraduate degrees to home and international students as well as providing teaching for a range of mobility students from Northeastern studying for a period in the UK. The role of the English and Academic Writing Adviser at the College is closely linked with similar roles in Global Learner Support (GLS) which provides a range of English language and cultural sessions at Northeastern sites outside of Boston.

The Adviser reports to the Head of Student Support & Development, and has links to the Director of GLS based in Seattle, Washington and the Lead on Academic Engagement at the College. The English and Academic Writing Adviser provides language and academic writing support to all

students studying at the London campus. The key responsibility of this role is the delivery of English language group and individual tutorials to support students to succeed on their academic programmes and to meet the College's requirements for technical proficiency in written English. The English and Academic Writing Adviser will also work with colleagues at other locations in Northeastern's global campus network to ensure London students have access to a high quality English language support service, and where appropriate, to programming originating on other campuses.

Duties and Responsibilities

- Facilitate English language and academic writing support services including:
 - Assess the English language and academic writing needs of students across all programmes of study.
 - Providing individual tutorials to support students in further developing academic writing skills and English language proficiency.
 - Offer stand alone sessions and non-credit courses addressing identified needs; e.g. English grammar, English language development, academic writing, academic presentations, proofreading skills etc.)
- Serve as onsite organiser of language and academic writing support in London:
 - Scheduling of language support services with timetabling
 - Collaborating with colleagues in Student Support & Development, GLS and Global Campus Network Student Affairs to ensure a good overall student experience
- To keep accurate records of all individual student and group sessions on TARGETconnect.
- To work closely with Student Wellbeing Coordinators, Academic Advisers and the SpLD Adviser to ensure students with multiple needs receive seamless support appropriate to their individual requirements.
- Serving on regional work groups
- Representing the GLS team at NCH meetings when required
- Collect student feedback related to language support programming in London; Propose and implement changes on the basis of student feedback

- Working with Communications staff, ensure that language support events—including GLS events originating at other campuses—are widely publicised and accessible to students in London
- Collaborate with GLS regional team on program development and professional growth opportunities;
- Provide information regarding Global Learner Support (GLS) services and offerings at student events
- Ensure compliance with College health and safety procedures, bullying and harassment policy, GDPR and equality policy.
- Work outside of normal office hours will be required and occasional travel may be required.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Head of Student Support Services.

About the College

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University’s global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network and opportunities.

Person Specification Criteria (Essential / Desirable)

Person Specification	Essential / Desirable
Education, Qualifications and training	
Good undergraduate degree	E
Qualification in TESOL or TEFL	E
Masters Degree in TESOL, TEFL or similar	D
Experience and knowledge	

Significant experience of teaching English in an adult setting, preferably in higher education.	E
Demonstrated experience working with international students and/or second language learners with a strong understanding of the distinct needs of these populations.	E
Experience of supporting people to develop spoken and written English for professional or educational purposes.	E
A good understanding of GDPR, the Equality Act and other legislation relevant to the delivery of student support.	E
In depth knowledge of academic writing requirements at undergraduate and postgraduate level at British universities.	E
Experience of developing and delivering language support one-to-one, in small groups and classroom settings.	E
Experience of giving presentations in an educational or professional context	E
Experience of utilising TARGETconnect or other customer relations management system.	D
Experience of working in a complex organisation and/or as part of a team based at multiple sites.	D
Experience of working in a fast-paced and rapidly developing organisation.	D
Skills and aptitudes	
Strong interpersonal skills with the ability to work effectively with a diverse student cohort and staff at all levels.	E
Excellent listening and oral communication skills	E
Excellent written English with a very high standard of spelling, grammar and punctuation.	E
Strong organisational skills with the ability to follow through with projects to their completion.	E
Demonstrated commitment to the delivery of high quality, student/customer focused services.	E
Self-directed with the ability to manage and prioritise own workload and to work to deadlines.	E
Ability to work as part of a team to deliver services or projects.	E
Good IT skills, using Word, Excel, email, Internet and databases	E
Ability to adapt and positively respond to rapid change.	E
Other	
Available to work outside of normal office hours and for occasional travel	E

Application Process

Applications should be made via [this link](#) by 20:00 on 29th May 2022. Please reference your application “EN522”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.