

Job Title:	Director, Centre for English Academic Studies, Surrey International Institute – Dongbei University of Finance and Economics <i>(Abbreviated: Director CEAS, SII-DUFE)</i>
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Line Manager:	Dean (Operations), SII <i>(with secondary reporting line to Associate Dean DUFE)</i>
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Responsible for:	CEAS English language faculty
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Job Summary and Purpose
The key purpose of this role is to provide leadership of CEAS faculty and maintain the approved curriculum while ensuring students are equipped to study in a university-level English language learning environment.

Main Responsibilities/Activities
<ul style="list-style-type: none"> • To support the Dean/s and Associate Deans in the facilitation of strategic or tactical plans and the meeting of any associated targets. • To provide regular reports on nominated activities to the line manager • To provide academic leadership maintaining the integrity of the accredited curriculum in line with the programme specifications, module descriptions and relevant university policies. • To provide academic leadership in quality assurance and enhancements in the delivery of the English language programme. • To develop a vibrant learning culture that is considerate of students' educational backgrounds and that embraces a nurturing, cheerful and stimulating environment. • To foster a professional academic culture amongst staff that is tolerant, progressive and engaged in scholarship. • To support and assist the “Blue Wings Club” – the English language student group - to develop extracurricular activities that contribute to student members' development • To represent the faculty and students at various Boards and Committees, as detailed below • To build esprit de corps amongst staff and encourage organisational citizenship behaviours • Actively engage in English language teaching & pedagogical research • Developing and maintaining a mentor programme to support junior staff <p>To support Learning and Teaching by:</p> <ul style="list-style-type: none"> • Ensuring a systematic peer evaluation of teaching is implemented each year with the purpose of developing staff and improving the quality of teaching. • Reviewing student appraisal of teaching scores and constructively counsel staff, as needed • Developing staff development plans • Developing teaching methods to enhance effectiveness of learning outcomes

- Consulting with University of Surrey, School of Literature and Languages re development of modules and the overall programme effectiveness
- Monitoring and intervening to maximise student progression and attendance rates
- Ensuring student assessments are reasonably distributed across the semester
- Monitoring of teacher homework requirements to ensure a coordinated and balanced approach is followed
- Ensuring the marking of assessments is completed within set timeframes and constructive feedback is provided to students in line with marking rubrics
- Sustaining and developing professional expertise and maintaining the requirements for registration with appropriate bodies
- Ensuring quality assurance requirements are maintained

To undertake pastoral care of students

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Referring students as appropriate to services providing further help.

To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

To support research activities by:

- Providing leadership on the development of research within the school
- Encouraging staff to undertake research on key areas of interest to the school, either as an individual or within a team and based on a thematic plan.
- Attending appropriate forums for the purpose of disseminating research results or for personal development.
- Publishing original research in appropriate journals or other media, as appropriate.

To contribute to the efficient management and administration of the School by:

- Providing line management for faculty members
- Working with the HR Department to ensure recruitment and selection of new staff
- Effectively and equitably organising staff workloads to cover CEAS's requirements, considering work diversity, expertise and staff development
- Assisting the Registry Office in the planning of the relevant schedules and timetables necessary for the provision of the English language programme.
- Assisting the Registry Office in the planning of examinations and ensuring the provision of Chief Invigilators and invigilators, as needed.
- Reporting of all student performances to the Registry office according to set deadlines
- Assisting Human Resources with any matters pertaining to staff
- Ensuring compliance with SII academic and other policies
- Other tasks relevant to a leadership role

Person Specification

The post holder is expected to have:

- A Doctoral qualification in TESOL / ELT / TEFL / Applied Linguistics
- Experience in ELT, preferably TESOL / TEFL within a TNE arrangement
- Evidence of broad management experience, preferably dealing with a UK university and the related quality assurance framework
- Experience in an academic leadership role, preferably as a head or deputy head of department or school
- Evidence of scholarly activity in EAP or ESP
- Membership to relevant professional association/s (e.g. HEA)

Relationships and Contacts

Dean (Operations), Associate Deans, Chairs of Committees and Boards, Librarian, Head of SII Student Affairs, Head SII Administration, SII Registrar, SII HR Manager, Head of Literature and Languages (Surrey) or nominated contact.

The post holder will be a member of various SII Committees and Boards as may be relevant to their administrative duties. These include:

- Board of Studies
- Board of Examiners
- Learning and Teaching Committee
- Student Liaison Committee

Special Requirements

- The post holder is expected to work outside normal office hours as necessary.
- The post holder is expected to be sensitive and responsive to expatriate staff needs and welfare and report recommendations to enhance quality of work life for expatriate postings.
- The post holder is expected to represent the Faculty for ceremonial, celebratory, team-building and representative events, as requested by the Dean of SII or Line Manager

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students
- Help maintain a safe working environment by following SII policies and procedures
- Undertake such other duties within the scope of the post as may be requested by your Line Manager.

Addendum	
This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying Job Description.	
Job Title:	Director, Centre for English Academic Studies, Surrey International Institute
<u>Background Information/Relationships</u>	
<ul style="list-style-type: none"> The Director position is the senior academic and leadership role for the CEAS and related English for Specific Academic Purposes (ESAP) programme at the SII. The incumbent is expected to have mature leadership and management experiences to complement his/her academic qualifications. An advanced understanding of university administration and quality assurance is highly desirable and experience in working with, or within, a Chinese university would be an advantage. The ESAP programme was designed by the University of Surrey on behalf of our partner Dongbei University of Finance and Economics (DUFE) and is administered under DUFE's academic policies within SII. Moreover, as the programme forms part of the necessary progression into three undergraduate business programmes, modifications will be done in consultation with, and approved by, the University of Surrey. Consequently, a secondary reporting line is necessary to DUFE's Associate Dean to ensure DUFE policy compliance. 	
Person Specification	
This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying Job Description.	
	Essential/ Desirable
Master's degree in TESOL / ELT / TEFL / Applied Linguistics of similar	E
Undergraduate degree in English Language or related (e.g. Cambridge DELTA or Trinity Diploma TESOL) or PGCE with Qualified Teacher Status (QTS)	E
Experience in teaching at both UG and/or PG levels at a recognised university	E
Experience as a university Head or Deputy Head of English Languages department or school (or similar leadership role) managing ESAP / ESP / EAP	E
Evidence of scholarly activity in EAP or ESP (publications, conferences, workshops, reviews etc)	E
Ability to work with minimum supervision, maintain effective communications with counterparts and use initiative to resolve problems or find information	E
A Doctoral qualification in TESOL / ELT / TEFL / Applied Linguistics (or near completion within six months)	D
Graduate certificate in teaching or similar and related professional membership (e.g. HEA / Advance HE)	D
Experience in Director of Studies, Programme Leader or similar role with responsibilities for quality assurance, curriculum and module designs.	D
Experience as an IELTS examiner or similar	D
Membership and active involvement in professional organisations relating to EAP or ELT (e.g. BALEAP, BAAL, IATEFL or (US) TESOL)	D
Experience of working in TNE programmes and preferably with a Chinese University and teaching Chinese students	D
Key Responsibilities	

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying Job Description.

- **Provide leadership to the CEAS faculty**
- **Support senior managers of SII – Deans and Associate Deans**
- **Meet set targets and deadlines**
- **Ensure quality assurance of the programme and DUFE policy requirements are met**
- **Promote scholarship within CEAS and SII**
- **Cooperatively work as team player in the administration of the ESAP programme**

N.B. The above is not exhaustive.