

Newbold College of Higher Education

Berkshire, England

is seeking to appoint a full-time **Head of the English Language Centre**

To commence October 2023 or by mutual agreement

The successful candidate will have most of the following:

- an appropriate qualification for teaching English to Speakers of Other Languages [ESOL]
- an appropriate experience as a teacher of ESOL including
 - teacher education and professional development
 - ESOL curriculum development
 - assessing competence in language acquisition
 - research in second language acquisition
- evidence of competency in the pastoral care for international students
- a demonstrated record of personnel management
- an appropriate experience in marketing and recruiting students for ESOL programmes
- evidence of competency in drafting and managing budgets
- a positive experience of working in a multinational and multi-cultural environment
- a commitment to the message and mission of the Seventh-day Adventist Church

The successful applicant will be expected to:

- Manage the daily operations of the English Language Centre
 - Supervise English Language Centre staff, including conducting appraisals
 - Employ contract staff within budget as necessary and appropriate
 - Oversee the programme offerings, including curriculum development where appropriate
 - Re-accredit Newbold's ELC programme with the British Council/Accreditation UK
- Recruit international students for the ESOL programmes, in collaboration with Newbold's Marketing and Communication team
- Meet the needs of international students regarding curriculum and learning materials
- Plan, budget and manage programme finances
- Participate in strategic planning and assessment
- Represent Newbold effectively in external and internal relations

Newbold College of Higher Education offers quality education in a multi-cultural European context. Currently, Newbold offers a range of pastoral education programmes through on-campus and hybrid modes of delivery for full-time and part-time students. These Programmes are validated by and offered in partnership with the University of Wales Trinity Saint David [UWTSD].

An English Language Centre will commence in January 2024.

It is expected to expand these offerings.

Salary is according to the denominational scale.

Applicants must obtain the right to work in the UK prior to employment.

For a position descriptor and application form, please contact:

Human Resources

Newbold College of Higher Education

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The deadline for receipt of applications is **15 September 2023**.

Life changing, Faith affirming