

JOB DESCRIPTION

Vacancy reference:	SRF30534
Post Title:	Director of Assessment & Test Development and EAP Lecturer
Grade:	Grade 7
School/Department:	ISLI
Reports to:	Head of English for Academic Purposes
Responsible for:	Dedicated testing team

Purpose

The International Study and Language Institute (ISLI) provides English for Academic Purposes (EAP) and academic literacy and study skills development through a wide range of courses and activities. Programmes are delivered both on the UK campus and overseas in the University of Reading Malaysia and at Nanjing University of Information Science and Technology (NUIST) Reading Academy. These effectively support the University's international students and the academic staff involved in their teaching and development.

The Director of Assessment has the following areas of responsibility:

- leading a dedicated testing team creating, administering and providing statistical analysis of a wide range of tests at undergraduate and postgraduate level in support of programmes delivered within ISLI, and for partnership and consultancies delivered both nationally and overseas
- developing new profile-raising offshore opportunities in relation to testing and assessment
- teaching English for Academic Purposes classes in proportion to the other responsibilities of the role.

Additionally (subject to workload)

- co-ordinating a particular skills/language component of the Pre-session English programme as required
- course directing on the Pre-session programme as required.

Main duties and responsibilities:

Director of Assessment

- Leading the work on maintaining and further developing the range of language tests and assessment measures created to meet the assessment needs and interests of the University of Reading. This will mainly be in relation to the development and implementation of the Test of English for Educational Purposes (TEEP) and other EAP assessment needs within ISLI, the UoRM and NUIST and occasionally for other higher education institutions within the UK and overseas.
- Managing large-scale test administrations in the UK and overseas
- Leading on item writing for formative and summative EAP assessment purposes in the different contexts required
- Responsibility for capacity building activities and language testing consultancies both in the UK and overseas. This will include:

- Presenting to and liaising with senior academics and administrators at higher education institutions (in the UK or overseas) to communicate ISLI's expertise in delivering language testing activities suited to their needs
- Presenting and delivering testing workshops for language teachers
- Leading on projects to develop UoR-led testing capacity overseas.

Teaching

- Teaching English for Academic Purposes classes in proportion to the other responsibilities of the role
- Under guidance from the Programme Director, developing materials for EAP courses, including online and blended-learning materials
- Providing emergency teaching cover, when required
- Attending staff meetings to facilitate the development and delivery of the programme.

Additional duties and responsibilities may include (subject to workload):

Skills co-ordination

- Assuming appropriate responsibilities for co-ordinating one of the components offered within the Pre-sessional English programme, which includes reviewing and developing the syllabus, supervising the creation of new materials for teaching and assessment purposes, leading co-ordinating meetings.

Course Directing

- Directing and managing a cohort of up to 150 students and up to 12 teachers
- Contributing to teacher recruitment for the Pre-sessional summer courses
- Liaising with the Pre-sessional Programme Director on course preparation
- Covering for absent teachers when necessary
- Overseeing tutorial support, and counselling and assisting students
- Providing pedagogic induction, guidance and development to staff teaching on the Pre-sessional course
- Liaising with the Programme Director concerning students' results and staff/student evaluation procedures
- Liaising with the ISLI administrative and technical teams to ensure efficient and effective support for the course.

Supervision received

The role-holder is responsible to the Head of English for Academic Purposes (HEAP). Work is carried out within a specified framework and according to deadlines agreed with the HEAP. Supervision on a day-to-day basis is minimal, with guidance and support provided where necessary.

Supervision given

Supervising and supporting staff involved in test development and Pre-sessional English teachers.

Contact

Regular contact with all ISLI staff, as well as with Schools and Directorates across the University (UK and offshore).

Terms and conditions

Full-time, permanent post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: October 2019

PERSON SPECIFICATION

Job Title	School/Department
Post Title: Director of Assessment & Test Development and EAP Lecturer	International Study and Language Institute

Criteria	Essential	Desirable
Skills Required	<p>Ability to:</p> <ul style="list-style-type: none"> • lead, manage and develop teaching/testing teams and support individual staff • oversee large-scale test development and administration • seek out and develop external assessment opportunities • design assessment tasks and write test items • apply statistical analysis methods and applications • teach English for Academic Purposes to students from a range of levels and nationalities • organise and prioritise own work • communicate well, both orally and in writing 	<p>Ability to:</p> <ul style="list-style-type: none"> • integrate Technology Enhanced Learning (TEL) into EAP teaching
Attainment	<ul style="list-style-type: none"> • Teaching qualification (DELTA, PGCE, or CELTA with significant professional experience) • MA TEFL/Applied Linguistics (or equivalent) • Fellowship of the HEA (or willingness to work towards) 	<ul style="list-style-type: none"> • Master's level module relating to language testing
Knowledge	<ul style="list-style-type: none"> • UK higher education academic practices, values and conventions • Language testing theories, procedures and methodology • Familiarity and engagement with the BALEAP Competency Framework for Teachers of English for Academic Purpose 	<ul style="list-style-type: none"> • EAP theory and methodology
Relevant Experience	<ul style="list-style-type: none"> • Experience of test item writing for internal or external purposes, and of attending test editing meetings • Experience of leading a team and working effectively and collaboratively within a team • Experience of teaching EAP in UK higher education • Experience of EAP course design and delivery • Experience of teaching a range of nationalities and levels 	<ul style="list-style-type: none"> • UK Pre-sessional teaching • Study background in a particular subject discipline • Experience of living and working overseas

Disposition	<ul style="list-style-type: none"> • Good team player, with ability to build effective working relationships • Creative, reliable, flexible, responsible, organised • Ability to work independently and under pressure to meet deadlines • Willing to accept positive criticism for self - development purposes, especially during language test editing meetings 	<ul style="list-style-type: none"> • Self-motivated with high personal standards and attention to detail
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Completed by: Head of English for Academic Purposes	Date: October 2019
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