

## Subject-lead Skills and Languages

### Position Description

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**POSITION TITLE:** Subject-lead – Skills and Languages  
**POSITION STATUS:** Fixed term for 12 months  
**RESPONSIBLE TO:** Senior Manager of Academic & Student Services

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**Division:** Lancaster University Leipzig  
**Reports to:** Senior Manager of Academic & Student Services  
**Location:** Leipzig, Germany  
**Salary:** Competitive

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The Lancaster University Leipzig campus offers a range of Lancaster University (LU) degree programmes, with the university committed to providing the same academic quality and fully rounded student experience as in the UK. In January 2020, the campus opened with a Lancaster University accredited foundation programme delivered by Navitas Germany GmbH – part of Navitas Group - an Australian owned public listed company. Navitas is an industry leader in providing managed campus services, as well as pre-university and university pathway programmes for domestic and international students in Asia, North America, Africa, Australia, Continental Europe and the United Kingdom. Navitas Colleges are modern and dynamic educational institutions committed to providing quality educational programmes and excellent student support in an environment that encourages students to achieve the best possible results in their studies. In Autumn 2020, four Lancaster University accredited Bachelor of Science programmes were included in the portfolio of programmes, and the growth plan holds the introduction of post-graduate programmes.

Information Classification: Public

The Subject-lead Skills and Languages plays a lead role in connecting the academic degree programmes with the preparatory programmes at Foundation and Pre-Master Programmes (Pathway Programmes), while equipping students with academic and language skills. The successful role holder will also be in managing the communication with the Lancaster University appointed Link Tutors to ensure that all supporting processes and procedures are quality assured, and full academic service support is provided. The role will be required to teach either at Language (English and/or German), Study Skills, Business or Computing.

### **Key Responsibilities:**

- To provide a bundling function and help oversee academic quality of the Skills and Languages for the relevant pathway.
- To act as the main point of contact between the Link Tutors and the Pathway Programme tutors regarding the academic content of the curriculum on the relevant pathway.
- To facilitate communication between the Link Tutors and the Pathway Programme tutors, and, where appropriate, to provide support when needed, especially for curriculum and assessment development.
- To facilitate the coordination, and review of material so that the Link Tutors can review and confirm assessment and exam marking has been fair, consistent and in line with the marking criteria, and feedback to students is appropriate.
- To give general support, where required, to the LU Leipzig Foundation team in terms of advice on assessment matters: marking criteria, modes of assessment, marks distribution, moderation and marking standardisation.
- To attend Extenuating Circumstances Committees and Academic Malpractice boards.
- To attend the relevant Pathway Programme Module Assessment Boards (MAB) and the Programme Assessment Boards (PAB).
- To attend the Leipzig Pathway Programme Quality & Standards Committee (LPPQSC) meetings, providing at each a verbal report on relevant activities for their subject area since the last meeting.
- To monitor the progress of students through communication with Pathway Programme tutors on a termly basis.

Information Classification: Public

- Participate in formal programme review events involving LU Leipzig, Navitas, and Lancaster University, including any reapproval events.
- To contribute to the Annual Summary Report (ASR)

### Your Profile:

Interested applicants will be able to demonstrate:

#### *Essential*

- A postgraduate qualification (Masters, PhD, equivalent), preferably in the field of English/American Studies; and preferably a Language Teaching Qualification (TOEFL, CELTA, DELTA, equivalent).
- Ability to communicate with staff and students from a diverse range of cultural and educational backgrounds.
- Fluency in verbal and written English language communication skills.
- Proven ability as a 'team player'.
- Proven ability to organise own workload and to cope with a variety of task demands.
- Computer literacy skills inclusive of demonstrated competence with the Microsoft Office suite – PowerPoint, Excel, Word, and Outlook.
- File management and administrative skills.
- Strong attention to detail – particularly with regards to understanding policy and procedure.
- Proficiency in Microsoft Excel, particularly data filtering, pivot table and mail merging functions.
- Possess a "can do" mentality.

#### *Desirable*

- German language competencies
- Experience in curriculum design including the management and evaluation of learning and teaching effectiveness

Information Classification: Public

- Leadership and coordination skills in an education environment
- Previous experience in leading quality assurance and enhancement in learning and teaching
- Knowledge of the UK Higher Education system (and/or previous teaching experience at a UK HE institution).

Navitas is a safeguarding employer, and the successful applicant may be required to undergo a German criminal record check (*Erweitertes Führungszeugnis*).

Please apply now if you are suitable for our position and could be a great member of our team.

**Enquiries and applications, including both a covering letter and curriculum vitae, to:**

**Sabine Gerlach (Senior Manager Academic and Student Services):**

**Application Procedure:**

The application package should consist of a cover letter, curriculum vitae, and two contacts (including positions) for recommendation letters.

Please merge all documents into one PDF file, indicating your name and submit by e-mail to:

**Sabine Gerlach (Senior Manager Academic and Student Services):**

[recruitment@lancasterleipzig.de](mailto:recruitment@lancasterleipzig.de)

**Deadline for Applications: 23<sup>rd</sup> September 2022.**