



University of
St Andrews

**International Education and Lifelong
Learning Institute (IELLI)**

**Associate Lecturer (Education
Focused) in Academic English
and International Education**





Introduction



“Our remarkable students and staff are the lifeblood of St Andrews. It is their energy, vision and momentum [we] aim to support, to free them to use knowledge, ideas, and potential for the benefit of all.” The Principal, Professor Sally Mapstone

Founded in 1413, the University of St Andrews is Scotland’s first university and one of the oldest in the English-speaking world. With more than 600 years of academic excellence, we are proud of our reputation as a world-class centre for learning, teaching, and research.

St Andrews is a close-knit, international community set in a beautiful historic town on Scotland’s east coast. Our students and staff come from over 140 countries, creating a diverse and globally minded environment. We strive to create an inclusive culture in which all can flourish, and the University have attained several diversity awards, including those related to race and gender equality, and support for carers, which demonstrate our commitment to this ambition. The University is consistently ranked among the UK’s top institutions for student satisfaction, research quality, and teaching excellence.

We are a research-intensive university where creativity, collaboration, and critical inquiry are at the heart of everything we do. Whether you are joining us in an academic, professional, or support role, you will be part of a team committed to delivering outstanding education and making a meaningful contribution to society.

For those looking to be part of a university with deep-rooted heritage, a global outlook, and a forward-thinking approach, we invite you to consider joining our community at the University of St Andrews.



University of
St Andrews

International Education and Lifelong Learning Institute

The International Education and Lifelong Learning Institute (IELLI) at the University of St Andrews offers a wide range of courses, programmes and services, primarily for international students. These include:

Pre-entry/foundation programmes for undergraduate and postgraduate students

A range of postgraduate programmes in the field of Education – these are delivered both on-campus and online

In-sessional provision, delivered through our Learning and Writing Centre, to enhance students' learning experience and performance on their degree programmes

A wide range of short courses, including summer academic taster courses and teacher education provision

We aim to deliver an extremely high quality learning experience, as well as a supportive and stimulating environment for our diverse body of students.

IELLI, alongside its newly established research centre (CILTER – Centre for International, Language and teacher Education Research), has developed a strong reputation within the UK and beyond for excellence in educational practice and scholarship. Our dynamic and experienced teaching team, which includes recent recipients of St Andrews Teaching Excellence Awards, are involved in a wide range of educational activities, and we have a strong culture of professional development. While IELLI's primary focus is on teaching, scholarship relevant to the enhancement of teaching practice is both encouraged and supported financially.

More information about IELLI can be found on our website at <https://www.st-andrews.ac.uk/lifelong-learning/>





Job Description

Reporting to:	Deputy Director, IELLI
Location:	St Andrews
Job Family:	Academic Teaching
Working Hours:	36.25 hours per week
Grade/Salary Range:	Grade 6, £38,784 - £46,049 per annum
Reference Number:	AO1921LS
Start Date:	20 July 2026, or as soon as possible thereafter
Interview Date:	To be confirmed
Duration of post:	Standard

Main Purpose of the Role

To teach on programmes for pre-degree, undergraduate, postgraduate and/or short course students throughout the academic year.

To contribute collaboratively to the development of programmes, teaching materials, and assessments, as required.

To design, develop and deliver workshops and tutorials for IELLI's Learning and Writing Centre, as required.

To contribute to administration associated with teaching within IELLI, including taking on administrative roles as required.



Key Responsibilities

1. Delivering up to 550 hours per year of teaching and/or student consultation sessions (no more than 20 hours in any one teaching week).
2. Providing students with appropriate and timely feedback on formative tasks to facilitate learning.
3. Grading summative assessments and providing feedback on these in line with IELLI's requirements.
4. Scheduling weekly office hours for students and staff, as required.
5. Developing syllabi, information documents for students, teaching materials and/or assessments.
6. Developing quality assurance and promotional documentation relating to any of IELLI's offerings.
7. Attending meetings and completing administrative tasks related to teaching.
8. Attending welcome events, matriculations and graduations, as required.
9. Taking on leadership roles related to teaching within IELLI, as required.
10. Engaging with institutional and IELLI-level quality assurance processes, including both peer and management observations of teaching.
11. Demonstrating a commitment to professional self-development and to the professional development of colleagues.
12. Covering the classes of absent colleagues, as required.
13. Communicating with colleagues and students in a respectful and professional manner.
14. Acquiring knowledge of and adhering to the University's Health and Safety and Equal Opportunities policies/procedures.
15. Assisting with the marketing and/or recruitment of students to IELLI's offerings.
16. Working flexibly and collaboratively as part of the overall IELLI teaching team, which may sometimes include working irregular hours in accordance with the needs of the role.
17. Other duties designated by the IELLI Director, in line with the needs of IELLI or the wider University.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Education & Qualifications</p> <p><i>(technical, professional, academic qualifications and training required)</i></p>	<p>Master's degree in a relevant area</p> <p>-OR-</p> <p>Master's degree in any area + CELTA or equivalent teaching qualification</p>	<p>Any of the following:</p> <p>Doctoral degree in a relevant area.</p> <p>HEA Fellowship/Senior Fellowship</p> <p>BALEAP Fellowship</p> <p>DELTA, PGCE or equivalent teaching qualification</p>	<p>Application form; interview</p>
<p>Experience & Knowledge</p> <p><i>(examples of specific experience and knowledge sought)</i></p>	<p>The equivalent of four years of full-time teaching experience in a higher education context – this should include at least a component of English for Academic Purposes (EAP) teaching</p>	<p>Experience teaching on master's programmes in the field of Education – e.g. Education, International Education, TESOL</p> <p>Extensive relevant teaching experience in higher education, working with students at a variety of levels</p>	<p>Application form; presentation; interview</p>



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Experience & Knowledge</p> <p><i>(examples of specific experience and knowledge sought)</i></p>		<p>Experience of working within a quality assurance framework</p> <p>Experience of developing assessments for higher education programmes</p> <p>Experience of using Moodle or another comparable VLE for programme delivery</p> <p>Experience of leadership roles within a higher education institution</p> <p>Experience of developing new educational programmes</p>	<p>Application form; presentation; interview</p>



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Competencies & Skills</p> <p><i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i></p>	<p>Ability to plan and deliver interactive teaching sessions</p> <p>Ability to grade assessments in line with established criteria</p> <p>Ability to use MS Office software for a range of professional purposes</p> <p>Ability to communicate effectively and appropriately with colleagues and students from a range of cultural backgrounds</p>	<p>Ability to develop educational programmes based on student needs</p> <p>Ability to develop assessments in line with external frameworks (e.g. SCQF; CEFR)</p>	<p>Application form; presentation; interview</p>
<p>Other Attributes/Abilities</p> <p><i>(if applicable)</i></p>	<p>Willingness to learn from colleagues</p>	<p>Experience of working in an international environment</p>	<p>Application form; presentation; interview</p>



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Other Attributes/Abilities (if applicable)	Some evidence of active professional development activity (e.g. delivering presentations at conferences/professional development events; publications)	Track record of active professional development activity (e.g. delivering presentations at conferences/professional development events; publications)	Application form; presentation; interview



University of
St Andrews

Benefits

St Andrews offers more than just a place to work—it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Associate Lecturer (EF) in Academic English and International Education includes:

- Financial contribution to [relocation](#) (subject to eligibility)
- Membership of the USS Pension Scheme with a generous employer contribution of 14.5%
- A hybrid working environment, including partial homeworking where appropriate and a range of family friendly policies, supporting work-life balance
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 34 Days Annual Leave plus 5 Public Holidays.





University of
St Andrews

How to Apply



We are committed to creating an accessible, fair and inclusive recruitment process for all candidates. If you require reasonable adjustments or accommodations during the application or interview process then please let us know and we will be happy to discuss support with you.

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome.aspx

If you have difficulties in completing the online application form, then please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk to discuss available support.

Applications should consist of (please delete as required):

- Letter of application (to include an explanation of how the essential and desirable criteria on the person specification have been met).
- CV
- Names and contacts of three referees

For all applications, please quote ref: AO1921LS

The University of St Andrews is a charity registered in Scotland (No SC013532).



University of
St Andrews

Equality, Diversity & Inclusion

At St Andrews, we see diversity as a strength and value the rich variety of backgrounds, identities and experiences of our staff, students and alumni. We are committed to making the University a beacon of inclusivity and creating an environment in where everyone can flourish and realise their potential.

We will achieve this through an approach that empowers our whole community and involves a determined shift in culture. Inclusivity will inform all of our policies and practices. The Principal, Professor Sally Mapstone

Diverse is a core theme of the University Strategy, and alongside our People Strategy, outlines a number of actions we are taking to create an inclusive culture. Our objectives include raising awareness of diversity events, initiatives and support, strengthening support for staff networks, creating more opportunities for employees to engage in consultations and discussions, offering a diverse range of rewarding career pathways and ensuring a working environment which supports positive working practices and behaviours.

We commit to providing a high-quality staff experience which enables all our staff to contribute, thrive, and perform at their best. By joining us at the University of St Andrews, you are joining a community which values difference, being your authentic self, and where you can play an active role in ensuring an inclusive environment for all.





University of
St Andrews

St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

Beyond the lecture halls and labs, St Andrews is home to stunning, unspoilt beaches and fresh sea air. Take a peaceful stroll or an energising walk with friends along the iconic two-mile stretch of the West Sands. If you prefer the water, ride the waves at the East Sands or try sailing, sea kayaking and windsurfing. For breathtaking views, a walk to the end of the stone pier is an experience not to be missed.

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.





University of
St Andrews

Further Information

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.

The University encourages all interested candidates to apply, and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.

Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

You are expected to uphold a duty of care towards colleagues, students, and communities, and to actively contribute to a safe, respectful, and inclusive environment. This includes responding appropriately to disclosures or reports of sexual misconduct, gender-based violence, bullying, harassment, or other concerns, in line with organisational policies, and signposting individuals to the appropriate departments





University of
St Andrews