



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

English Language Tutor, Faculty of Arts, Humanities and Cultures



**Salary: University Grade 7 (£33,199 to £39,609 p.a.) pro rata**

**Reference: AHCLC1095**

**Closing date: 15 July 2019**

**Fixed-term: There are multiple roles and durations available, see main body of brief for further details.**

**Please note that this will be a rolling advert until the positions have been filled. If you have previously applied, you should not re-apply.**

## **English Language Tutor (multiple vacancies available)**

### **Language Centre, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures**

**Do you have a fluent command of written and spoken English? Are you qualified to teach English as a foreign language? Are you passionate about delivering an exceptional student experience?**

We have a number of roles available for English Language Tutors at the University of Leeds, where you will deliver engaging, effective English for Academic Purposes (EAP) and/or General English summer pre-sessional classes to international students at the University of Leeds. We also have roles available, depending on student recruitment, to then support, develop and deliver teaching at the South-West Jiaotong University-Leeds Joint School in China on English Language and academic skills modules, or continue at the University of Leeds.

Depending on the role, you will teach between 16-20 contact hours per week, ensuring that the programmes are delivered to the highest standard in terms of curriculum, student progression and student satisfaction. Outside of the contact teaching time, you will undertake administrative duties, such as preparing lessons, keeping records, supervising assessment procedures, marking and writing feedback/reports. You also have some responsibility for the pastoral care of students, including language and study skills advice.

You will be an enthusiastic, committed and qualified teaching professional with experience of teaching English as a Foreign Language (EFL) and/or English for Academic Purposes (EAP).





## Roles available

**English Language Tutors on Summer Pre-sessional Programmes (Leeds based only)/English Language Tutors on General English Programme only (Leeds based only)**

Fixed Term: 1 July 2019 - 13 September 2019 (11 weeks) or 29 July 2019 - 13 September 2019 (7 weeks)

**Please note - applications for General English and EAP + South-West Jiaotong are now closed.**

**We are now recruiting predominantly for 7 week contracts.**

**Please note that we have limited positions available on the 11-week contract, therefore you may be allocated a 7-week contract if successful**

## What does the role entail?

As an English Language Tutor your main duties will include:

- Teaching: delivering up to 16-20 hours per week across the range of programmes following the prescribed syllabus; providing inspirational teaching and learning which reflects professional standards and good practice; taking personal responsibility for the delivery and style of teaching delivered and taking on board any feedback as well as being proactive in seeking it out;
- Assessment and Feedback: communicating assessment requirements; marking coursework and examinations once submitted and providing timely, constructive feedback in accordance with marking criteria;
- Evaluation: contributing to the review of programmes and to quality assurance mechanisms as required;
- Administration: acting as personal tutor and providing advice to students on matters relating to UK academic expectations; maintaining an accurate record of students' attendance and assessment; completing any administrative tasks associated with programme delivery as required.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an English Language Tutor you will have:

- An excellent command, and extensive knowledge, of the English language;
- A first degree and Certificate in Teaching English to Speakers of Other Languages (CELTA), or other recognised language teaching qualification;
- A proven track record of successful teaching of EFL and/or EAP and content;
- Effective teaching skills and a range of delivery techniques and assessment methods;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support;
- The ability to undertake administrative responsibilities associated with student education including use of learning technologies such as the university's Virtual Learning Environment (VLE);
- The ability to work well both individually and in a team, with excellent written and verbal communication skills, and a flexible and co-operative approach.

You may also have:

- A Diploma in English Language Teaching to Adults (DELTA), the Trinity Diploma in Teaching English to Speakers of Other Languages (DipTESOL), or a Postgraduate Certificate in Education (PGCE) with major Teaching English to Speakers of Other Languages (TESOL) component (or alternatively, CELTA or The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL) with a master's (MA) degree in TESOL or a related area) or MA in EAP or another relevant field;
- Experience of incorporating technologies into learning and teaching;
- Experience of curriculum and assessment design;
- An interest in applying research and scholarship in teaching;
- Experience of teaching in a Higher Education setting;
- An awareness of, and the ability to apply, the BALEAP Competency Framework for Teachers of English for Academic Purposes (BALEAP TEAP) to teaching practice and other professional activities.

You may also have:



- Experience of having taught EFL and/or EAP in China or elsewhere overseas.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Siân Owen (Language Centre Administrator) or Jessica Field (Staff Support Officer)**

Email: [llcstaffsupport@leeds.ac.uk](mailto:llcstaffsupport@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.





Any offer of appointment will be subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

