



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lecturer (Teaching & Scholarship) in English for Academic Purposes,
Faculty of Arts, Humanities and Cultures



Salary: Grade 7 (Salary range £33,797 - £40,322)

Reference: AHCLC1100

Closing date: 20 December 2019

We will consider flexible working arrangements

Lecturer in English for Academic Purposes

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

Do you have recent substantial experience in English for Academic Purposes? Are you passionate about teaching and delivering an exceptional student experience? Are you actively engaged in scholarship? Are you committed to innovation in teaching?

As a Lecturer in English for Academic Purposes (EAP), you will develop and deliver engaging teaching within our large portfolio of programmes in academic literacy. The Language Centre (LC) at the University of Leeds teaches students from all levels: Foundation through to PhD, both in pathway programmes for students prior to beginning their degree studies, and on-course programmes. Leeds is on the forefront of the trend for embedded EAP, including twelve discipline-specific summer pre-sessional programme, and growing numbers of LC staff seconded into academic departments during the academic year.

You will have a scholarship profile which reflects your career stage. With scholarship time as part of every EAP lecturer's workload allocation, the LC can now boast a large range of projects, with outputs including publications whether in national and international journals or our own online journal, The Language Scholar. Unique to Leeds is the degree of close working between language teaching professionals across all languages, with ample opportunity to work with colleagues in the wider School, and access to the resources and ambition of the largest school of languages in the UK.

What does the role entail?

As a Lecturer in English for Academic Purposes your main duties will include:

- Teaching: providing inspirational and innovative teaching and learning which reflects professional standards and good practice across the range of programmes offered, taking responsibility for the design and delivery of teaching; adhering to quality assurance processes, reviewing programmes to ensure the maintenance of standards and proactively seeking feedback from students and other stakeholders to inform the development of programme delivery;



- Scholarship: promoting theoretically informed and innovative approaches to learning and teaching related activities; engaging with and contributing actively through scholarly publications, conferences, workshops and symposia to current thinking on EAP teaching at local, national and international level; publishing, or disseminating online, scholarship related to the role;
- Leadership: sharing expertise with colleagues, especially in areas of scholarship-grounded expertise;
- Student administration: communicating assessment requirements; marking coursework and examinations and providing timely, constructive feedback in accordance with marking criteria; providing advice to students on matters relating to their orientation to UK academic expectations; 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 a Lecturer in English for Academic Purposes you will have:

- A first degree and a recognised English language teaching qualification;
- A Master's degree in a relevant field or a diploma-level teaching qualification (or equivalent);
- Substantial recent relevant experience of teaching EAP within a Higher Education context;
- Effective teaching skills and a range of delivery techniques and assessment methods for international students who are undertaking university level study;
- A scholarship record commensurate with your career stage and a forward looking plan for scholarship in EAP;
- A strong awareness of the academic literacy needed at university level, including extensive knowledge of the English language;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support;
- A high level of interpersonal and communication skills, excellent command of the English language and a strong ability to communicate effectively in writing and verbally with students, academics and external audiences;



- Evidence of building strong working relationships within and, as appropriate, beyond your own discipline and the ability to contribute to successful projects and collaborations, working both individually and in a team;
- The ability to undertake administrative responsibilities associated with student education;

You may also have:

- A PhD or EdD;
- Fellowship or be working towards Fellowship of Advance HE (formerly the HEA) and/ or BALEAP;
- Experience of curriculum and assessment design;
- Direct knowledge of ESAP and disciplinary discourses, with experience of working with academic departments to integrate language supporting into existing programmes.
- Experience of language learning;
- Experience of incorporating new and innovative technologies for digital learning in EAP

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:

Bee Bond, Deputy Head of School

Email: 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.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

