



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Mandarin Language Tutor (Hourly paid), Business Confucius Institute,
Leeds University Business School**



**Salary/hourly rate: £17.33 - £20.68 per hour, equivalent to Grade 7,
£33,797 – £40,322 p.a. pro-rata**

Reference: LUBSC1481

Part-time, 6-10 hours/week. Hours of work will be adhoc and flexible.

Fixed-term: September 2020 – December 2020

There are three roles available.

Mandarin Language Tutor (Hourly paid)

Business Confucius Institute, Leeds University Business School

Do you have a fluent command of written and spoken Mandarin? Are you qualified to teach Chinese as a foreign language, or do you have relevant experience of teaching in a school or University setting? Are you passionate about delivering an exceptional student experience?

The Business Confucius Institute at the University of Leeds (BCI) promotes the understanding of Chinese language and culture in the UK, with a business focus on helping companies to communicate with Chinese customers more effectively. We are looking for enthusiastic and experienced Mandarin teachers to join our team for a fixed period to cover staff-shortages caused by international travel restrictions.

Our team of Mandarin teachers deliver engaging and effective Mandarin classes to University students, staff and members of the local community. The majority of courses take place at the University of Leeds but teachers also deliver classes in local schools and businesses.

You will be assigned specific courses with approximately 6-10 total teaching hours per week. Due to the nature of the role this will include some evening and/or weekend work. Additional hours may be available. According to current University guidance you will work remotely and teach classes online. Some face to face teaching is expected to resume in schools during this period, following government guidance.

What does the role entail?

As a Mandarin Language Tutor your main duties will include:

- Delivering approximately 6-10 teaching hours per week on assigned courses following the prescribed syllabus, ensuring that teaching reflects professional standards and meets the learning objectives identified;
- Delivering online classes in an engaging and effective manner, ensuring that students receive appropriate feedback and opportunities to practise. Collaborating with colleagues to adapt materials for online teaching and share best practice;



- Preparing teaching activities according to BCI procedures, including submitting a teaching plan and any additional materials to the Head Mandarin Tutor prior to each class;
- Supervising the work of students and providing advice and support where necessary;
- Engaging in continuous professional development as required and offered. This includes taking on board feedback and proactively seeking opportunities to develop your teaching practice;
- Contributing to module reviews and quality assurance mechanisms as required;
- Communicating course requirements, marking homework and tests, and providing feedback to students throughout their studies;
- Completing any administrative tasks associated with course delivery as required, including maintaining an accurate record of students' attendance and assessment;
- Proactively maintaining effective communication with BCI colleagues through digital channels such as Microsoft Teams, and attending meetings when 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 Mandarin Language Tutor you will have:

- An excellent command of Mandarin and extensive knowledge of spoken and written standard Putonghua;
- A proven track record of successfully teaching Mandarin as a second language;
- Effective teaching skills with the ability to adapt your delivery for different audiences and manage classes with varied levels of ability;
- The ability to deliver teaching online, learning how to use new tools and platforms as required;
- Excellent time management and planning skills;



- Passion for educating others about Chinese language and culture, with excellent cross-cultural understanding and a desire to develop this awareness in your students;
- The ability to confidently use digital tools and technology including Outlook, Powerpoint and Microsoft Teams to communicate with colleagues and complete administrative tasks;
- The ability to work well both individually and in a team, with excellent written and verbal communication skills in both English and Chinese, and a flexible and co-operative approach.

You may also have:

- A qualification in teaching Chinese as a second language;
- Experience of online teaching using tools such as Blackboard Collaborate Ultra and Microsoft Teams;
- Knowledge of Chinese Proficiency Exams (HSK and YCT), experience of preparing students for these exams, and/or a HSK invigilation certificate.
- Proficiency in a specific cultural skill such as calligraphy or tai chi, with the ability to teach and/or perform;
- Experience of teaching in a school setting;
- Experience of teaching in a Higher Education setting.

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:

Dr Giles Blackburne, Business Confucius Institute Executive Director

Email: G.D.Blackburne@leeds.ac.uk

Or

Lynnie Possible, Business Confucius Institute Administrator

Email: L.Possible@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 (Exceptions) Order 1975

This post requires an enhanced 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 or a school, independent to 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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

