



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

English Language Tutor, Language Centre, School of Languages,  
Cultures and Societies



**Salary: Grade 7 (£33,797 – £40,322 p.a.)**

**Reference: AHCLC1134**

**Fixed-term: 28 June 2021 - 17 September 2021 (12 weeks) or 26 July 2021 – 17 September 2021 (8 weeks)**

**We welcome applications for part-time hours. Please note this will be a rolling advert until roles have been filled.**

## **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.

### **What does the role entail?**

As an English Language Tutor, your main duties will include:

- Delivering inspirational and innovative teaching (teaching load as measured against the centre norm and including face to face and online/remote teaching as required) on an assigned module following the prescribed syllabus.
- Taking personal responsibility for the design, delivery and style of teaching delivered, and ensuring that teaching reflects professional standards and meets the learning objectives identified.
- Collaborating with colleagues on materials and course development, and curriculum changes.
- Building internal contacts and participate in networks to exchange information and best practice and to pave the way for future collaborations. There is also an expectation to join external networks where appropriate.
- Communicating assessment requirements, marking coursework and examinations once submitted, and providing timely constructive feedback in accordance with set marking criteria.
- Contributing to module reviews and quality assurance mechanisms as required, and input into the immediate service being offered.
- 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 module delivery as required.



- Supervise the work of students and provide advice and support where necessary. May also be required to supervise postgraduate projects and act as a mentor and help identify and respond to student needs.
- Taking on board any feedback as well as being proactive in seeking it out, as well as engaging in continuous professional development as required and offered.

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.

As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world.

In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.

## **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;
- Experience of delivering teaching online and knowledge of how to effectively engage with students via a range of online tools to ensure effective learning takes place;
- 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 new and innovative technologies into learning and 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.

## 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 Helen Whitelaw (Management Support Officer)**

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

## 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.

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

### **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.

