Faculty of Arts
School of Languages, Cultures and Societies
English Language Unit, Language Centre

Lecturer in English for Academic Purposes (EAP)

The School of Languages, Cultures and Societies is seeking to appoint a Lecturer in EAP, who has a proven track record of research and/or scholarship which enables you to provide leadership for the development of scholarship and other initiatives for language pedagogy activity across the School. With a PhD (or equivalent qualification), you will develop an EAP programme for PGR students, bringing together existing support for pre- and on-course language support in the Language Centre. You would also be invited to get involved in the newly launched Language@Leeds initiative, which brings together academics across the university with expertise in language.

As a constituent of the School of Languages, Cultures and Societies, the Language Centre is devoted to excellence in language pedagogy. The English Language Unit of the Language Centre offers a range of courses from language for general and professional purposes to English for Academic Purposes. The EAP courses include in-sessional and pre-sessional EAP courses, with separate programmes for taught postgraduates and undergraduates, both year round and during the summer. It also offers modules for the University’s International Foundation Year programme and short courses for ESP groups. The Language Centre boasts newly re-opened Language Zone, which provides language learning opportunities through a wide range of media and materials, supporting language learning for the full range of languages taught in the School. The Language Centre is accredited by both the British Council and BALEAP.

An Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position.

University Grade 8 (£38,511 - £45,954 p.a.)

Informal enquiries may be made to Bee Bond, tel +44 (0)113 343 3253, email B.Bond@leeds.ac.uk.

Closing Date:

Ref: ARTLC1017

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Head of School
Reports to: Executive Director, Language Centre

Main duties and responsibilities

To support and develop the Language Centre’s teaching, developing programmes for PGR students in particular, and providing leadership for scholarship in language pedagogy for the Language Centre and across the School.

The post could either be offered as a Lecturer (Teaching and Research) or Lecturer (Teaching and Scholarship)

You will be required to undertake all the duties of the Core elements below (General, Student Education and Academic Leadership and Management) and then you will either undertake Research, Innovation and Impact (research active candidates) or Scholarship (Scholarship active candidates)

Core elements

General
- To carry out the duties of the post in accordance with the university values and standards, including the Leadership and Management Standard, and in line with university policies and procedures
- To be aware of and work in line with the university’s learning and teaching partnership agreement [http://partnership.leeds.ac.uk](http://partnership.leeds.ac.uk) and work with our students as members of a learning community to provide world class education and an excellent student experience
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To maintain own continuing professional development
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University
- To work with our students as members of a learning community to provide world class education and an excellent student experience.
- To be recognised as an authority in the field, developing and maintaining an external profile as appropriate to the discipline

Student Education

- To provide inspirational teaching and learning, which reflects professional standards and good practice and includes scholarship or research-led teaching
- To contribute at an appropriate level to School and Faculty policy and practice in teaching
• To undertake supervision of PhD and/or MAR students studying within the field of language teaching
• To teach on PGR in-sessional and pre-sessional courses including general and discipline-specific classes
• To facilitate cooperation between the Language Centre and the wider university, supporting existing links and developing new collaborations
• To provide timely feedback and assessment of coursework and examinations
• To provide support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate
• To act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds
• To participate in peer review in accordance with University policy and the requirements of our professional accreditors
• To undertake other teaching-related administrative duties as appropriate

Academic Leadership and Management
• To provide leadership in the Language Centre and across the School in the development, communication and dissemination of scholarship amongst colleagues teaching languages.
• To develop an excellent working knowledge of the School, its strategies and its goals
• To participate in major executive tasks or one-off projects facilitating School business, managing resources and more junior/less experienced colleagues as appropriate
• To play a full and effective role in the efficient management of School business, taking on particular roles and duties (including external relations) as deemed appropriate by the Head of School
• To attend all relevant subject meetings and represent the School on Faculty and wider University committees, contributing constructively to their work
• To work collegially with key School officers, administrative staff and the University’s central administration, ensuring effective communication with all staff
• To undertake any other duties commensurate within the role and grade as might reasonably be required

Scholarship (for Scholarship active candidates)
• To promote theoretically informed and innovative approaches to learning and teaching related activities across the School, University and externally.
• To have a significant role in the strategic development of the EAP PGR curriculum to ensure coherence in pre- and on-course provision
To engage with and contribute actively through scholarly publications to current thinking on EAP teaching at local, national and international level

To develop support materials for learners and to disseminate good practice within the School, Faculty and University as well as outside the institution

To complement and enhance through scholarship the School’s existing strengths in Student Education in line with School, Faculty and University strategies

To attend and to contribute to conferences, workshops and symposia and to publish, or disseminate online, scholarship related to the role

To develop bids for grant capture or for scholarship projects

**Research, Innovation and Impact** (for Research active candidates)

- To pursue, develop and take forward research, innovation and impact developing and maintaining a profile as appropriate to the discipline
- To carry out programmes of research, including investigations and project management
- To promote the integration of own research area with other research interests within and, as appropriate, outside the School and Faculty
- To maintain a high quality record of regular and original research publications that are internationally recognised
- To attract research income on an individual and collaborative basis, as appropriate to the discipline, to underpin high quality research activity
- To be involved in postgraduate supervision
- To take part in knowledge transfer activities, where appropriate and feasible

**University Values**

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/).
Person Specification

Core Essential criteria

- A PhD (or equivalent qualification)
- An excellent command and extensive knowledge of the English language
- Excellent interpersonal and communication skills
- An English language teaching qualification at diploma level or above
- A track record of successful teaching EAP
- A record of developing or adapting materials to teach and assess the EAP skills of students who are undertaking or preparing to undertake doctoral research
- Effective teaching skills and a range of delivery techniques and assessment methods
- A strong awareness of the academic study and literacy skills needed at doctoral research level
- An ability to set priorities in your teaching and professional activities, to work effectively without close supervision, and to assume responsibility for teaching and administration
- Evidence of applying scholarship in teaching
- An ability to contribute to academic management, including an understanding of the wider policy and strategic issues affecting Higher Education
- Evidence of working co-operatively and flexibly with colleagues
- Good time management skills and the ability to organise, balance, and prioritise work commitments appropriately under pressure
- Commitment to professional development
- Good IT skills

For appointment to Lecturer (Teaching and Research) In addition to the above core criteria you will have

- A record of high quality and original research and publishing of a national and international standard
- Ability to make a strong submission to the REF
- Ability to enhance the School’s research strengths
- A realistic strategy for research grant capture from appropriate research funding bodies
For appointment to Lecturer (Teaching and Scholarship). In addition to the above core criteria you will have

- A record of conference presentations at the national or international level
- A proven record of publications in professional and/or academic journals
- A realistic strategy for developing bids for grant capture for scholarship projects

Desirable

- Experience of incorporating new and innovative technologies into learning and teaching
- Demonstrate an awareness of and the ability to apply the BALEAP TEAP competencies to your teaching practice and other professional activities
- Experience of teaching on academic modules that are not part of a non-credit-bearing language programme
- Experience of curriculum and assessment design
- A readiness to take on developmental responsibilities associated with student education
- MA/PGCert of equivalent in EAP
Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

University of Leeds Teaching and Research Award (ULTRA)

The Senate of the University has agreed that all newly appointed early career academic staff with a contract of 50% of full time equivalent and above will be required to complete the relevant pathway of the University of Leeds Teaching and Research Award (ULTRA) unless they meet specified exemption criteria. Whether or not this applies to you will be decided as part of the appointment process.

Further details of the ULTRA are available at http://www.sddu.leeds.ac.uk/sddu-ultra.html

Academic staff with contracts of less than 50% of full time equivalent may take the appropriate pathway of ULTRA that relates to your role. This will be decided by the School in conjunction with SDDU.

Disclosure and Barring Service checks

This post falls under the remit of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, all applicants are required to declare any convictions, cautions, reprimands and warnings, including any pending criminal proceedings and those which would otherwise be considered 'spent' under the 1974 Act. However, amendments to the Exceptions Order 1975 (2013) provide that certain ‘spent’ convictions and cautions are now 'protected' and are not subject to disclosure, and cannot be taken into account by employers. Guidance and criteria on the ‘filtering’ and ‘protection’ of offences can be found on the Disclosure and Barring Service website https://www.gov.uk/government/organisations/disclosure-and-barring-service and at http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

Declarations of any such information as described above, should be made in the ‘other personal details’ section of the application form and details sent to the Recruitment Officer at disclosure@leeds.ac.uk.

Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position. The successful applicant will be required to give consent for the University to check their criminal record status through independent verification (from the DBS). Information will be kept in strict confidence. Your offer of appointment will be subject to the University being satisfied with the outcome of these checks.
Disabled Applicants

The post is located in the Language Centre. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.