



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

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



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

**Reference: AHCLC1147**

**Ongoing, Full time**

**We will consider job share and flexible working arrangements**



## **Lecturer in English for Academic Purposes (Teaching and Scholarship)**

### **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 and would like to teach in both the UK and China (depending on circumstances)? Are you actively engaged in scholarship?**

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 thirteen discipline-specific summer pre-sessional programmes, and growing numbers of LC staff seconded into academic departments during the academic year. With scholarship time a part of every Lecturer in EAP's workload allocation, the LC boasts a large range of projects, with outputs including publications, whether in national and international journals or our own online journal, The Language Scholar.

As Lecturer in English for Academic Purposes (EAP), you will develop and deliver engaging teaching within our large portfolio of programmes in academic language, discourse, and literacy. You will have a scholarship profile which reflects your career stage. You will develop and deliver teaching as part of the South-West Jiatong University –Leeds Joint School in China on English Language and academic skills modules as well as teach on other Language Centre modules as appropriate. Teaching will take place in the UK and on campus in China (with the possibility of working in other transnational contexts in the future) as well as online via University of Leeds platforms.

You will need to meet the eligibility criteria to satisfy China's working visa requirements and complete a satisfactory medical screening.

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 does the role entail?

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

- Providing inspirational and innovative teaching and learning which reflects professional standards and good practice across the range of programmes offered, including both face to face and online/remote teaching and in a transnational context;
- Contributing towards the design, development and planning of modules and programmes within the relevant subject area;
- Having involvement in the review of modules and programmes, and in quality assurance processes to ensure the maintenance of standards, proactively seeking feedback from students and other stakeholders to inform development of module/programme delivery;
- Communicating assessment requirements, marking coursework and examinations and providing timely, constructive feedback in accordance with marking criteria;
- Contributing to the support and guidance of students on matters relating to their orientation to UK academic expectations and completing any administrative tasks associated with module/programme delivery as required;
- Supervising the work of students and providing advice and support where necessary. You may also be required to supervise undergraduate/postgraduate projects and act as a mentor and help identify and respond to student needs;
- Promoting, and contributing to theoretically informed and innovative approaches to learning and teaching related activities across the University and externally;



- Engaging with, and contributing actively through, scholarly publications, conferences, workshops and symposia to current thinking on EAP teaching at local, national and international level;
- Supporting and actively contributing to scholarship activities relating to learning and teaching, disseminating findings across the University and externally;
- Contributing to the administrative process and committee structures of the Centre, School, Faculty or University.

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 and transnational context;
- Effective teaching skills and a range of delivery techniques and assessment methods for international students who are undertaking university level study;
- 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;
- Evidence of engagement in scholarship or research that is 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 BALEARP;
- Experience of curriculum and assessment design;
- Direct knowledge of ESAP and disciplinary discourses, with experience of working with academic departments to integrate language development into existing programmes;
- Experience of proactively developing new teaching approaches and materials including for a blended learning environment 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: [LanguageCentreMASS@leeds.ac.uk](mailto:LanguageCentreMASS@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**

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.

