



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

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



**Salary: Grade 7 (£39,355 - £46,735 p.a. depending on experience)**

**Reporting to: Michelle Evans**

**Reference: AHCLA1023**

**1FTE. We have various fixed term contracts available – please see details within Candidate Brief**

**These roles are not eligible for Skilled Worker sponsorship.**

# English Language Tutor (multiple vacancies available)

## Overview of the Role

Are you qualified to teach English as an additional language? Are you able to motivate and inspire students? Are you passionate about delivering an exceptional student experience?

We have a number of roles available for English Language Tutors for both on campus and online teaching at the University of Leeds. 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. Our EAP teaching is embedded across a wide range of Schools across the University, with EAP academics collaborating with colleagues in other disciplines to support students in developing their understanding of disciplinary academic discourse and literacy requirements.

In this role you will develop and deliver engaging, effective English for Academic Purposes (EAP) pre-sessional and/or General English summer classes to international students at the University of Leeds.

**You can apply for the following roles with us at this time:**

### Leeds campus-based courses

- English for Academic Purposes 21 July 2025 – 5 September 2025
- General English 23 June 2025 – 5 September 2025

### Online teaching

- Online Academic English Preessional 16 June 2025 – 1 August 2025

**All roles (both campus-based and online) require successful candidates to be based in the UK for the duration of their contract with us.**

**Please include a covering letter clearly stating which role/s you are applying for. You should also take your time to review the points listed under the ‘What will you bring to the role?’ section of the Candidate Brief. You will need to provide evidence and examples of how your skills and experience are relevant to these points in your application form.**

## Main duties and responsibilities

As a Teaching Fellow, your main duties will include:





- Undertaking teaching on an assigned module following the prescribed syllabus, including assessment, and providing timely feedback;
- Undertaking teaching of different formats including lectures, practicals, workshops and tutorials;
- Collaborating with colleagues on materials and course development, and curriculum changes.
- Providing support and guidance to students, especially on matters relating to UK academic expectations, resolving issues and/or referring to specialist parties, where appropriate;
- Delivering teaching informed by research and scholarship;
- Contributing to the administrative processes and committee structures of the Centre/School/Faculty to aid with the delivery and development of the Centre/School/Faculty strategy;
- Maintaining a safe and healthy work environment, including ensuring compliance with health and safety legislation and the undertaking of appropriate risk assessments.

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.

## Qualifications and skills

### Essential

- Either a Master's degree in a relevant field and a teaching qualification, or a first degree and a diploma-level teaching qualification (or equivalent). At least one qualification must evidence an understanding of language(s) and how these can be analysed for teaching purposes;
- A proven track record of successful teaching of EAP and/or EFL and the ability to evidence effective language and literacy teaching skills, including a range of delivery techniques and assessment methods;
- Excellent command and knowledge of the English language, with the ability to analyse texts linguistically for pedagogical purposes.

### Desirable

- Experience of teaching in a Higher Education setting;
- Experience of teaching English for Specific Academic Purposes (ESAP) to support the development of specific disciplinary discourses;

### Key Attributes



- Excellent time management skills with a proven ability to manage competing demands (including administrative as well as teaching and assessment related planning), effectively, responsibly and without close support;
- A high level of interpersonal and communication skills, including evidence of building strong working relationships and working both individually and in a team.

## How to apply

You can apply for these roles 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.

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Please note these roles are not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at <https://www.gov.uk/browse/visas-immigration/work-visas>.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Siân Owen (Centre Manager) and Allison Skillicorn (Management Support Officer)**

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

## Additional information



## **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

## **Our University**

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Language Centre we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

## **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.

