



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Teaching Fellow in English for Academic Purposes (EAP), Language Centre, Faculty of Arts, Humanities and Cultures



**Salary: Grade 7 (£41,064- £48,822 p.a. depending on experience)**

**Reporting to: Michelle Evans**

**Reference: AHCLA1024**

**Location: Chengdu (China) and Leeds (University Main Campus). With a scope for hybrid working**

**1FTE, 37.5 hours per week**

**Fixed Term from 02 February 2026 until 04 September 2026 where there is a need for temporary cover.**

**We are open to discussing flexible working arrangements.**

# **Teaching Fellow in English for Academic Purposes (EAP)**

## **Language Centre, School of Languages, Cultures and Societies**

### **Overview of the Role**

**Are you an enthusiastic teacher, committed to delivering a first class learning and teaching experience in English for Academic Purposes (EAP) and related topics in both the UK and overseas? Are you qualified to teach English as an additional language?**

Our pre-sessional courses are content-based EAP courses. We offer a combination of discipline-specific modules and EGAP modules where students explore a theme from their respective fields of study. Our EAP teaching is embedded across a wide range of Schools across the University, with EAP Language Centre (LC) academics collaborating with colleagues in other disciplines to support students in developing their understanding of disciplinary academic discourse and literacy requirements. Our pre-sessional programmes are strongly informed by these collaborations, ensuring that our teaching, learning and assessment practices remain highly relevant.

As one of our Teaching Fellows, you will develop and deliver engaging, effective English for Academic Purposes (EAP) classes on our semester 2 English Language and academic skills modules at the University of Leeds-SouthWest Jiaotong University (SWJTU) Joint School in Chengdu, China. You will spend then spend the summer period developing and delivering teaching on our summer pre-sessionals programming. You should be able to start work with us by mid-February 2026 to prepare for teaching in China.

**Teaching will take place on campus in Leeds and China. You will need to meet the eligibility criteria to satisfy China's visa requirements and complete a satisfactory medical screening.**





## 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, tutorials and residential field courses;
- 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 School/Faculty to aid with the delivery and development of the 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 and transnational context;
- 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
- An ability to quickly establish and develop strong, respectful relationships with students, recognising and responding to them as individual learners.

## **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 Michelle Evans, Language Centre Deputy Director**

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.

## **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**

This post requires a basic criminal record check from Disclosure Scotland 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 and all applicants must declare if they have any 'unspent' criminal offences, including those pending.

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.

