



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 (£41,064 - £50,253 p.a. depending on experience)

Reporting to: Michelle Evans

Reference: AHCLC1243

Location: Leeds Main Campus

1FTE, 37.5 hours per week

We have multiple roles available to complete a specific task or time limited work – please see details within Candidate Brief

These roles are not eligible for Skilled Worker sponsorship.

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

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 roles available for General English Language Tutors for on-campus summer teaching at the University of Leeds. The General English programme focuses on enabling students to communicate successfully in a range of authentic English-speaking situations, with spoken fluency a priority. Students learn by interacting with, and exploiting, numerous authentic text-types and experiences within episodic topic-based units. You will be part of a team of teachers who co-plan and design course materials using a range of pedagogical approaches.

You will need to be available for the full period of the contract 22 June 2026-4 September 2026 and take the time to review the points listed under the 'What will you bring to the role?' section of this Candidate Brief. You should provide evidence and examples of how your skills and experience are relevant to these points in your application.

Main duties and responsibilities

As an English Language Tutor your main duties will include:

- Undertaking teaching on our General English course, 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 communication 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 EFL and the ability to evidence effective communicative language 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;
- Familiarity with digital learning tools and platforms, including virtual learning environments (VLEs), online assessment tools, and blended learning methodologies.

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 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.

You should 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.

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 Cowin (Centre Manager) and Allison Skillicorn (Management Support Officer)

Email: 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

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.

