



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow in Teaching English to Speakers of Other Languages (TESOL), School of Education, Faculty of Social Sciences



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

Reporting to: Professor Diane Pecorari

Reference: ESLED1151

Location: University Main Campus

1FTE, 37.5 hours per week.

Fixed Term for 6 months to complete a specific task or time limited work

Teaching Fellow in Teaching English to Speakers of Other Languages (TESOL)

School of Education, Faculty of Social Sciences

Do you have the ability to motivate and inspire learners? Do you have a clear commitment to creating and delivering an excellent student experience? Do you have a background in teaching English to speakers of other languages or a related discipline?

We are looking for colleagues with proven teaching capability to join the TESOL team in the School and contribute to the delivery of excellent, research-led teaching at postgraduate and undergraduate levels. You will have recent successful experience in teaching and research in TESOL, demonstrating a strong academic background in TESOL and relevant experience of teaching TESOL in a university context either in the UK or abroad.

You will join an experienced, internationally renowned TESOL teaching team within the School of Education, one of the UK's leading departments of Education. Colleagues within the School have varied experience in teaching and teacher education in many contexts in the UK and around the world. Research in the School encompasses a range of expertise, and includes ongoing research projects in language education, language use in migrant communities, language learning with digital technologies, IELTS preparation courses and teacher development.

Successful candidates will have completed or be close to completing a doctorate (this includes work submitted and within three months of award) in TESOL or a related discipline and a high level of interpersonal and communication skills, including writing skills and the ability to communicate effectively to an academic audience.

What does the role entail?

As a Teaching Fellow in TESOL your duties will include:

- Undertaking a full teaching load, as indicated by the School's agreed workload allowance;
- Being involved in research-led teaching mainly on postgraduate taught courses and taking part in other teaching activities, including undergraduate teaching, as appropriate, in accordance with the School's agreed workload allowance;
- Supervising student dissertations at undergraduate and postgraduate level;
- Assessing students' work at undergraduate and postgraduate levels, including coursework, examinations and dissertations; to include provision of constructive, timely and supportive feedback to students and attendance at moderation meetings and examination boards as necessary;
- Contributing to the design, development and planning of modules and programmes within TESOL, TESOL Studies and other subject areas as required;
- Being involved as required in review and evaluation of modules and programmes, quality assurance and enhancement;
- Contributing to the development of innovative approaches to learning and teaching, including

using digital learning platforms and pedagogies;

- Contributing to the administrative processes and committee structures of the School, Faculty and University, attending meetings and other events as required;
- Providing guidance and support to students as an academic personal tutor, resolving issues and/or referring to specialist parties, where appropriate;
- Contributing to School and Faculty policy and practice in teaching and scholarship;
- Seeking and responding to feedback; participating in peer review of teaching as required; engaging with continuing professional development to develop practice, skills and knowledge;
- Undertaking effectively and efficiently any administrative role allocated by the Head of School, Director of Student Education or Programme Leader;
- Carrying out the duties of the post in accordance with the University values of professionalism, inclusiveness, integrity and community supporting the core value of academic excellence;
- Maintaining a safe work environment, including ensuring compliance with legislation and the undertaking of 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.



What will you bring to the role?

As a Teaching Fellow in TESOL you will have:

- A good first degree in a relevant discipline;
- Completed or be close to completing a doctorate (this includes work submitted and within three months of award) in TESOL or a closely related discipline;
- Experience of delivery of high-quality university level teaching and assessment of learning, including design and creation of successful teaching materials, learning environments and/ or curricula;
- Experience of teaching via digital learning platforms and pedagogies, including the ability to teach online as required;
- Evidence of identifying and using a variety of appropriate teaching techniques/ methodologies to meet the learning needs of a diverse student community;
- Evidence of awareness and understanding of current research and of having integrated into own teaching;

- Demonstrable evidence of effective and supportive collaborative working as a university level teacher within a team; a capacity to enthuse others;
- Demonstrable ability to contribute to the administrative and collegial activities within a university department or academic discipline;
- Excellent interpersonal and communication skills, including writing skills and the ability to communicate effectively to a range of forums, including academic colleagues, students and other stakeholders as appropriate;
- An ability to work effectively, responsibly and independently, and under pressure;
- Good organisational ability, including the ability to manage time effectively and prioritise tasks.

You may also have:

- Experience of developing innovative, high quality teaching materials and methods in undergraduate and/or postgraduate teaching that enhance students' learning experiences;
- Experience of module / programme administration within an organization, department or commercial environment;
- Experience of providing one-to-one student supervision, for example, for dissertations or intensive teaching and learning experiences;
- Experience of module leadership, including quality assurance and review;
- An appreciation of policy and strategic issues currently affecting higher education in the UK and within the field;
- Scholarship within the field, evidenced by, for example, innovation in teaching and learning strategies; publication in a scholarly / professional journal; seminar / conference participation; adoption of teaching materials for wider use by a teaching team / other colleagues;
- The ability to attain the rank of Fellow of the Higher Education Academy if this has not already been achieved.



Personal qualities

Colleagues in the School of Education are expected to show the ability to:

- build trust through openness, honesty and integrity and to treat all colleagues fairly, with respect and dignity
- take accountability for personal actions
- build, maintain and develop constructive working relationships, acting as an ambassador for the School in internal and outward-facing situations

- solve problems, negotiate solutions and effect positive change to ensure deadlines are met
- work as an effective team player in a variety of situations

How to apply

Please apply for this position by completing the online application form in full, and submitting a full CV. Applications should be submitted by 1700 (5pm, UK time) on the closing date via the University's online job applications portal.

The School of Education values an inclusive working and teaching environment and our aim is to develop a diverse staff and student community reflective of this. We select candidates on the basis of merit and ability and aspire to further diversify our School and Faculty community. We particularly welcome 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 LGBTQ+, and disabled people.

Contact information

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

Professor Diane Pecorari,
Professor of TESOL, School of Education
d.pecorari@leeds.ac.uk

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

Find out more about the [School of Education](#).

Find out more about the [Faculty of Social Sciences](#).

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:at_disclosure@leeds.ac.uk).

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 and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of Education 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. We have identified that women and people who belong to a minority ethnic community are currently under-represented in roles at this level and particularly welcome applications. 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.