



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

English Language Tutor, Faculty of Arts, Humanities and Cultures



**Salary: Grade 7 (£32,004 – £38,183 p.a.)**

**Reference: AHCLC1022**

**Fixed Term, 11 weeks: 26<sup>th</sup> June to 8<sup>th</sup> September 2017 or**

**7 weeks: 24<sup>th</sup> July to 9<sup>th</sup> September 2017**

## **English Language Tutor (multiple vacancies available) Language Centre, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures**

**Do you have a fluent command of written and spoken English? Are you qualified to teach English language as a foreign language? Are you passionate about delivering an exceptional student experience?**

As an English Language Tutor, you will be delivering engaging, effective English for Academic Purposes and/or General English summer pre-sessional classes to international students at the University of Leeds.

You will support, develop and deliver the Language Centre's teaching and scholarship of its language programmes. On our English Language summer pre-sessional courses teaching is up to 16-20 contact hours per week.

### **What does the role entail?**

As an English Language Tutor, your main duties will include:

- Teaching: delivering up to 16-20 hours per week across the range of programmes following the prescribed syllabus; providing inspirational teaching and learning which reflects professional standards and good practice; taking personal responsibility for the design, delivery and style of teaching delivered and taking on board any feedback as well as being proactive in seeking it out; undertaking activity in teaching-related scholarship and employing appropriate techniques and practice in the classroom;
- Assessment and Feedback: communicating assessment requirements; marking coursework and examinations once submitted and providing timely, constructive feedback in accordance with published marking criteria;
- Evaluation: contributing to the review of programmes and to quality assurance mechanisms as required;
- Administration: acting as personal tutor and providing advice to students on matters relating to their orientation to UK academic expectations; maintaining an accurate record of students' attendance and assessment; completing any administrative tasks associated with programme delivery as required.





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 an English Language Tutor you will have:

- An excellent command, and extensive knowledge, of the English language;
- A first degree and Certificate in Teaching English to Speakers of Other Languages (CELTA), or other recognised language teaching qualification;
- A proven track record of successful teaching of English as a Foreign Language (EFL) and/or English for Academic Purposes (EAP) and content;
- Effective teaching skills and a range of delivery techniques and assessment methods;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support;
- The ability to undertake administrative responsibilities associated with student education;
- The ability to work well both individually and in a team, with excellent written and verbal communication skills, and a flexible and co-operative approach.

You may also have:

- A Diploma in English Language Teaching to Adults (DELTA), the Trinity Diploma in Teaching English to Speakers of Other Languages (DipTESOL), or a Postgraduate Certificate in Education (PGCE) with major Teaching English to Speakers of Other Languages (TESOL) component (or alternatively, CELTA or The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL) with a master's (MA) degree in TESOL or a related area) or MA in EAP or another relevant field;
- Experience of incorporating new and innovative technologies into learning and teaching;
- Experience of curriculum and assessment design;
- An interest in applying research and scholarship in teaching;



- Experience of teaching in a Higher Education setting;
- An awareness of, and the ability to apply, the BALEAP Competency Framework for Teachers of English for Academic Purposes (BALEAP TEAP) to teaching practice and other professional activities.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the closing date.

**If you only wish to apply for General English posts, please specify this on your application form.**

## Contact information

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

**Cheryl Greenlay, Deputy Director of Student Education**

Email: [C.e.greenlay@leeds.ac.uk](mailto:C.e.greenlay@leeds.ac.uk)

## Additional information

Find out more about the [Language Centre](#).

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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 (Exceptions) Order 1975

This post may require an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. You will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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.

