

Associate Tutor (ESOL / EFL) – School of Psychology and Humanities – Grade G

Job Description

Purpose

To play a role in the development, design, and delivery of the university's portfolio of ESOL/EFL programmes.

Duties

1. Act as a tutor on ESOL / EFL programmes under the guidance of a programme leader.
2. Contribute to the team's work in developing ESOL /EFL programmes and relevant teaching materials.
3. Contribute to the development of course documentation such as course information packs.
4. Work with the team to mark student work, monitor student progress and provide feedback.
5. Actively participate as a member of the teaching team.
6. Attend and contribute to relevant meetings.
7. Attend any associated training and development sessions.
8. Carry out any other duties commensurate with the grade.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Relevant experience of ESOL / EFL teaching in an academic environment (Application/Interview).
- Experience of developing teaching and learning resources (Application/Interview).
- Undergraduate degree (or equivalent) in a relevant subject (Application/Interview).
- CertTESOL, CELTA, or equivalent (Application/Interview).
- Awareness of a range of ESOL/EFL methodologies and a flexible, innovative approach to teaching (Application/Interview).
- Administrative precision and successful record of working to deadlines (Application/Interview).
- Proven ability to work both on own initiative and as part of team (Application/Interview).
- Ability to use IT and relevant software packages in the support of teaching and learning (Application/Interview).
- Excellent presentation and communication skills (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of ESOL / EFL teaching in UK HE contexts (Application/Interview).
- Experience of ESOL / EFL work outside UK (Application/Interview).
- Experience of teaching English relevant to the themes of Business, Media, Sport, UK Culture. (Application/Interview).
- DipTESOL, DELTA, equivalent qualifications or equivalent experiential learning (Application/Interview)
- MATESOL, MA Applied Linguistics or equivalent (Application/Interview).
- Intercultural awareness and ability to speak another language. (Application/Interview).
- Commitment to continued professional development (Application/Interview).