

**APPLIED LANGUAGE STUDIES HOUSE IELC  
JOB DESCRIPTION (Ref. A024402017)**

<b>Job Title:</b>	English Teachers
<b>Department/Division/Faculty:</b>	International English Language Centre
<b>Responsible to:</b>	Head of IELC
<b>Responsible for:</b>	No direct line management responsibility
<b>Key working relationships:</b>	Members of IELC and the broader Institution as well as staff in key central areas (e.g. Student Support) and departmental staff involved in teaching EFL students
<b>Employment:</b>	Minimum 15 hours on a weekly basis
<b>Closing date:</b>	30/5/2017 at 23:30

**The purpose of the post:**

This post is expected to support the IELC in achieving its objectives by participating in the delivery of the Applied Language Studies House provision, teaching English to students of the institution, and working on a range of Programme activities and events as needed.

**Key duties and responsibilities:**

***Teaching and Learning:***

- Contribute to the teaching, delivery and development of the IELC's English Language programmes as part of the IELC team
- Contribute to course innovation and the design and development of teaching materials and assessment tools, with guidance where appropriate
- Assess the work and progress of students using agreed criteria and provide constructive and specific feedback on spoken and written work
- Supervise and provide advice to students in class and in academic tutorials to support their academic language and literacy development for study and publication purposes
- Take on course directing responsibilities as required and within agreed frameworks, with guidance where appropriate
- Promote and raise the profile of the work of the IELC through engagement with staff and students across the Institution, and externally where appropriate
- Contribute to other IELC activities as appropriate

***Research and scholarship:***

- Reflect on practice and develop own teaching competence
- Maintain and develop professional expertise, continually update ELT knowledge and apply advances to programme development

***Administration and other activities:***

- Participate in staff meetings, contribute to the development of the Programme and collaborate with colleagues within the IELC and the wider Institution
- Undertake duties in relation to course administration, including organisation of teaching activities under direction, attendance, work records etc.

- **Applied Language Studies House is committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks.**

### PERSON SPECIFICATION

Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

(Evidence/Method of Assessment: AF = Application form, I = Interview, Q/C = Qualifications/ Certificates )

<b>EDUCATION AND QUALIFICATIONS</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
First degree in a relevant subject	✓		<b>AF + QC</b>
Postgraduate qualification in Applied Linguistics/ TESOL/EAP or other relevant area	✓		<b>AF + QC</b>
Recognised ELT/EAP teaching qualification (DELTA/PGCE TESOL or equivalent)	✓		<b>AF + QC</b>
<b>EXPERIENCE AND KNOWLEDGE – ESSENTIAL</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
Experience in teaching EFL/EAP/ESAP at a British Higher Education institution to UG and/or PG international students from a wide range of backgrounds.		✓	<b>AF</b>
Experience of teaching English for Specific Academic Purposes (e.g. to students of Business, Psychology, Economics, Physiotherapy, Law, Tourism, etc).		✓	<b>I</b>
Knowledge, understanding and application of key theories and good practice in ELT and/or EAP language learning, teaching, assessment, and course and materials design	✓		<b>I</b>
Teaching experience overseas		✓	<b>AF</b>
Experience of using a Virtual Learning Environment		✓	<b>AF</b>

(e.g. Canvas, Blackboard, Moodle)			
Experience of supporting independent learning in and outside the classroom	✓		<i>I</i>
Experience of designing and developing online and blended learning content (EAP or ELT)		✓	<b>AF</b>

<b>SKILLS / ABILITIES</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
Ability to inspire, motivate and connect with a range of stakeholders e.g. students and external clients from a range of different backgrounds	✓		<i>I</i>
Ability to design and deliver innovative, high quality, vibrant and challenging learning experiences and assessment materials	✓		<i>I</i>
Strong intercultural and interpersonal skills	✓		<b>AF+I</b>
Approachable and consultative	✓		<i>I</i>
Effective and diplomatic communication skills	✓		<i>I</i>
Able to meet key deadlines	✓		<b>AF</b>
Work under pressure to meet targets and overlapping deadlines	✓		<i>I</i>

<b>ADDITIONAL ATTRIBUTES</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
Clearly committed to a career in EAP teaching	✓		<b>AF + I</b>
Flexibility and capacity to adapt to the changing demands of the job	✓		<b>AF + I</b>
Positive attitude towards, and communication with, colleagues and students	✓		<b>AF + I</b>
Aware of the importance of inclusivity, equality and diversity	✓		<b>AF + I</b>

### Application instructions

Submit your CV, a cover letter and contact details for two referees who have known you in a professional context to [info@als-edu.com](mailto:info@als-edu.com)