



Candidate Information

Position:	Teaching Associate - English Language
School/Department:	Faculty Office MHLS
Reference:	18/107027
Closing Date:	Monday 7 January 2019
Salary:	£32,548 - £38,833 per annum (potential to progress to £42,418 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 28 January 2019
Duration:	30 months (2.5yrs)

JOB PURPOSE:

To provide English Language support and instruction to international students in the Faculty of Medicine, Health & Life Sciences, particularly postgraduate research students.

MAJOR DUTIES:

1. Develop and deliver a range of teaching and assessment activities in the subject area of Teaching English to Speakers of Other Languages across the Faculty of Medicine, Health and Life Sciences.
2. Develop and deliver English for Academic Purposes (EAP) programmes across different levels.
3. Contribute to course innovation and the design and development of teaching materials.
4. Develop appropriate English Language teaching and assessment instruments and criteria, assess the work and progress of students by reference to the criteria and advise (feedback) student on their progress. This will include setting and marking coursework, setting and marking examination questions.
5. Provide course material to support development of subject-specific academic language and literacy.
6. Seek ways of improving performance by reflecting on teaching, practical/tutorial design and delivery and obtain and analyse feedback.
7. Develop approaches to developing skills for PhD students, including critical thinking, critical writing, database searching, engagement with published literature and protocol development skills for international students, which are appropriate for subject area and reflect developing practice, for groups of differing size.
8. Teach English Language Skills within an academic context and interact with students during classes and tutorials and advise students on relevant techniques for improvement.
9. Liaise with academic staff within the Faculty of Medicine, Health and Life Sciences to identify key priorities in English Language support; Plan and develop independent teaching contributions and design or revise module components with guidance where appropriate.
10. Carry out duties appropriate to the post as may be reasonably requested by the Dean of Internationalisation, MHLS.

Administration/Contribution to the Community:

1. Participate in appropriate seminars/workshops.
2. Maintain and develop teaching and subject expertise and develop links with relevant professional bodies to ensure that own teaching reflects best practice in Teaching English to Speakers of Other Languages.
3. Develop own teaching specialist areas.
4. Carry out any other routine administrative duties, including, for example, course administration, record keeping etc.
5. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
6. Provide teaching and advisory support to students outside formal classes.
7. Participate in staff meetings, contribute to the development of EL provision and collaborate with colleagues within MHLS and the wider Institution.

Planning and Organising:

1. Plan and manage own teaching of class activities, workshops and and tutorials as agreed.
2. Contribute to the development of modules and teaching.

Resource Management Responsibilities:

1. Manage own teaching and administrative demands.
2. Manage their use of teaching resources, laboratories and workshops as required.
3. Advise staff and students on English Language standards and entry qualifications as required.

Internal and External Relationships:

1. Membership of such committees relevant to their administrative duties (e.g. Module review/Pathway Review).
2. Collaborate with staff in the University, including at our joint college in Shenyang, China and Foundation Programme in Shenzhen.

ESSENTIAL CRITERIA:

1. An undergraduate degree.
2. Recognised ELT/EAP teaching qualification (DELTA/PGCE TESOL or equivalent)
3. Minimum 3 years' experience of teaching and assessing ELT and/or EAP students at a range of levels in higher education contexts or similar in the UK or abroad.
4. Experience in EAP course design
5. Experience of supporting independent learning in and outside the classroom.
6. Knowledge, understanding and application of key theories and good practice in ELT and/or EAP language learning, teaching, assessment, and course and materials design.
7. Ability to contribute to course and method improvement.
8. Ability to contribute to broader management and administrative processes.
9. Ability to analyse and communicate complex information clearly to students, academic colleagues and others.
10. Effective interpersonal skills to interact with students and colleagues.
11. Able to work under pressure and to deadlines.
12. Excellent organisational ability.
13. Effective interpersonal skills.
14. Willingness to travel overseas occasionally.
15. Willingness to work evenings, weekends etc as required.

DESIRABLE CRITERIA:

1. Experience of support to students in health & life science subjects.
2. Experience of developing material for use in a Virtual Learning Environment.