



## Candidate Information

<b>Position:</b>	Temporary Part-time Tutor (English Language)
<b>School/Department:</b>	MRCI
<b>Reference:</b>	19/107117
<b>Closing Date:</b>	Wednesday 30 January 2019
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Friday 8 February 2019
<b>Duration:</b>	until 7 June 2019

### JOB PURPOSE:

Available until 7 June 2019 on the basis of 50% of the full-time equivalent hours, to provide English Language instruction to students based in partner institutes in China.

Any informal enquiries about the post can be directed to [international@qub.ac.uk](mailto:international@qub.ac.uk)

### MAJOR DUTIES:

1. Deliver a range of teaching and assessment activities in the subject areas of Teaching English to Speakers of Other Languages, within an established programme to undergraduates and/or postgraduates.
2. Develop appropriate teaching and assessment instruments and criteria, assess the work and progress of students by reference to the criteria and advise student on their progress. Assist with examination administration of QUB academic modules.
3. Develop approaches to teaching and learning, which are appropriate for university and subject area and reflect developing practice. Seek ways of improving performance by reflecting on teaching, practical/tutorial design and delivery and through obtaining and analysing feedback.
4. Provide teaching, advisory support and mentoring to students both inside and outside formal classes.
5. Plan and develop independent teaching contributions and design or revise module components with guidance where appropriate.
6. Assist with progression of students to Queen's University Belfast and INTO Queen's, including helping students with completion of application forms and assisting university staff with visa applications.
7. Work with academics to develop the content for some online English language programmes
8. Maintain accurate and appropriate student and course records. Carry out analysis and reporting activities relating to the course as required.
9. Carry out duties that are appropriate to the post as may be reasonably requested by the International Office

### Planning and Organising:

1. Plan and manage own modules and teaching contributions as agreed.
2. Contribute to the ongoing development of modules and teaching.
3. Plan for use of teaching resources including laboratories and workshops where appropriate.

### Resource Management Responsibilities:

1. Manage own teaching and administrative demands.
2. Manage 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. Attend and report to relevant University working groups and attend meetings of the group where possible.
2. Liaison with Head of Teaching, Course Coordinators for English teaching and relevant administrative staff partner Institutions.

3. Liaison with International Office staff and other visiting staff from Queen's University Belfast.
4. Membership of such committees relevant to required administrative duties.
5. Collaborate with other staff of Partner Institutions and Queen's University Belfast as appropriate.
6. Develop links with relevant professional bodies to ensure that own teaching reflects best practice in Teaching English to Speakers of Other Languages (TESOL).

**ESSENTIAL CRITERIA:**

1. A degree.
2. Have a Teaching English to Speakers of Other Languages (TESOL) Certificate (or equivalent qualification).
3. At least three years' experience of in-country teaching English to Speakers of Other Languages.
4. Ability to contribute to course and method improvement.
5. Ability to design course materials and to plan and organize the delivery and assessment of taught courses in TESOL.
6. Ability to contribute to broader management and administrative processes.
7. Effective interpersonal skills to interact with students and colleagues.
8. Ability to assess and organize resources.
9. Ability to analyse and communicate complex information clearly to students, academic colleagues and others.
10. Ability to build effective working relationships with university staff and other stakeholders.
11. Requirement to undertake regular travel to different locations throughout China for 6-8 week blocks of teaching.
12. Willingness to work irregular hours as reasonably required.

**DESIRABLE CRITERIA:**

1. Experience of working with key stakeholders, including academics, International University Partners etc
2. Experience of supporting International students including welfare, university applications etc
3. Experience of using CRM systems
4. Experience of developing material for use in a Virtual Learning Environment.