



Candidate Information

Position:	Teaching Associate-English Language
School/Department:	Pharmacy
Reference:	22/109756
Closing Date:	Monday 2 May 2022
Salary:	£34,304 - £40,927 per annum

JOB PURPOSE:

To provide English Language instruction, specifically English for Academic Purposes (EAP) to students at China Queen's College (CQC), at China Medical University's campus in Shenyang, China. The Teaching Associate will be a member of staff of Queen's University Belfast and will be based at Shenyang, China, with travel to Belfast depending on the teaching requirements of the post. Majority of academic year is likely to be spent in Shenyang.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in the subject area of English for Academic Purposes (EAP) as well as IELTS preparation classes, within an established programme to undergraduate students in China.
2. Develop and deliver English for Scientific Academic Purposes (ESAP) programmes across different undergraduate levels, for CQC students undertaking the Queen's BSc degree programmes in China.
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) students on their progress. This will include setting and marking coursework, setting and marking examination questions.
5. Provide oral and written feedback to students.
6. Provide regular written reports to colleagues on students' ability and progress (e.g. feedback and updates to BSc academic and administrative colleagues as well as reports to senior colleagues within Queen's and the partner university, China Medical University, and to relevant committees).
7. Provide English language course material to support development of student academic language and literacy.
8. Seek ways of improving performance by reflecting on teaching, practical/tutorial/workshop design and delivery, and obtain and analyse feedback.
9. Develop approaches to teaching and learning, which are appropriate for university and subject areas and reflect developing practice.
10. Teach English Language Skills within an academic context and interact with students during classes and tutorials and advise students on relevant techniques for improvement.
11. Plan and develop independent teaching contributions, and design or revise module components with guidance where appropriate.
12. Mentor students.
13. Carry out duties that are appropriate to the post as may be reasonably requested by the Vice Dean, China Queen's College, and other senior colleagues.

Administration/Contribution to the Community:

1. Participate in appropriate seminars/conferences/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 (TESOL) and English for Academic Purposes (EAP).
3. Develop own teaching specialist areas.
4. Carry out any other routine CQC administrative duties, including, for example, course administration, module specifications 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 of formal classes.
7. Participate in staff meetings, contribute to the development of English language support provision and collaborate with colleagues within CQC and the wider Institution.

ESSENTIAL CRITERIA:

1. *An undergraduate degree.
2. Hold a recognised ELT/EAP teaching qualification (DELTA/PGCE TESOL or equivalent).
3. *Experience of teaching and assessing ELT and/or EAP students (particularly Chinese students) at a range of levels in higher education contexts or similar, in the UK or abroad.
4. *Experience of development and delivery of effective online learning resources, preferably in the EAP context.
5. Knowledge and understanding of the management of education delivery within the higher education sector and of the key challenges in this regard.
6. Knowledge, understanding and application of key theories and good practice in ELT and/or EAP language learning, teaching, assessment, and course materials design.
7. Excellent oral and written communication skills in English.
8. Ability to contribute to course and method improvement.
9. Ability to contribute to broader management and administrative processes.
10. Effective interpersonal skills to interact with students and colleagues.
11. Ability to assess and organise resources.
12. Ability to build effective working relationships with university staff and other stakeholders.
13. Requirement to be based at and work at China Queen's College in Shenyang, China.
14. Eligible to obtain a work permit or other documentation required for entry into China.
15. Willingness to work irregular hours as reasonably required.

DESIRABLE CRITERIA:

1. A degree in Chemistry or Pharmacy or a related science subject.
2. M.A. TESOL qualification.
3. Experience of living and working in P.R. China.
4. Bilingual in English/Mandarin.

ADDITIONAL INFORMATION:

It is the applicant's responsibility to provide sufficient information within the application to enable the panel to consider eligibility for shortlisting. If you do not currently hold a DELTA, please provide detailed information about your English language teaching qualification and how it meets the criteria for equivalency*.

Recognised ELT/EAP teaching qualification (DELTA/PGCE TESOL or equivalent)

Candidates must hold a recognised EFL teaching qualification at Diploma level. E.g. Cambridge ESOL DELTA and Trinity College London Diploma in TESOL, PGCE in TEFL. Other qualifications, including Master's level qualifications will be considered, but they must meet the validation, entry requirements and teaching practice requirements of the DELTA. If successful, you will be required to provide evidence of the number of hours of observed teaching practice and contact hours included in the English language teaching element of your qualification.