



## Candidate Information

**Position:** Teaching Associate - English Language - China Queen's College  
**School/Department:** School of Pharmacy  
**Reference:** 23/111298  
**Closing Date:** Monday 6 November 2023  
**Salary:** £37,841 - £45,148 per annum  
**Anticipated Interview Date:** Monday 20 November 2023

### JOB PURPOSE:

China Medical University - Queen's University of Belfast Joint College (CQC) was established in the People's Republic of China (PRC) through a long-standing friendship between Queen's School of Pharmacy and the China Medical University (CMU), one of the foremost medical universities in China. CQC is a College that has the full approval from the China Ministry of Education (MoE) and was created in accordance with the MoE 'Cooperation in Running Schools' (CIRS) Regulations. The first students graduated from CQC in July 2018, with many opportunities thereafter for CQC graduates to enter onto postgraduate courses at Queen's Schools in Belfast.

The postholder will provide English Language instruction to students at China Queen's College.

The postholder will be based in China for the duration of the role.

### 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. Page 1 5. Be responsible for the record keeping associated with teaching and the preparation of teaching materials.
5. Provide teaching and advisory support to students outside of formal classes.
6. 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 in a relevant subject.
2. Hold a recognised ELT/EAP teaching qualification (DELTA/PGCE TESOL or equivalent).
3. 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 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. Ability to contribute to course and method improvement.
8. Ability to contribute to broader management and administrative processes.
9. Excellent oral and written communication skills in English.
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. Ability 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.