

**Job Title:** EAP Tutor based in China

**Grade:** 6

**Salary:** £31,396 to £36,024 per annum

**Department:** Centre for International Training and Education (CITE): English Language Teaching Unit (ELTU)

**Hours/Contract:** Full Time Fixed Term Indeterminate hours

Although the duties should average out at 37.5 hours per week, there will be weekend marking and periods of higher than average workload.

You must be available for scheduled work as required with reasonable notice during the working day. Split shifts may be unavoidable.

You may be required to teach on an occasional Saturday

You will be required to teach on some UK Bank Holidays and University of Leicester closure days. This will be paid in the Accrued Leave payment.

The contract is for two semesters with a non-pay period in between. (We will seek to prioritise China contract teachers for work on our Winter Schools in January and February.)

Successful candidates must have right to work in the UK, and must be physically in the UK during working hours when not in China. Although we expect to be delivering the contract in person in China, tutors need to be able to deliver the course online if needed.

Dates to be confirmed when the Chinese Ministry of Higher Education releases the new academic calendar. Dates also need to be confirmed with the China partner universities.

**Semester 1 (DLI):**

- Contract dates including induction: 26 September 2024 - 03 January 2025
- Teaching: TBC

**Flights:**

- Outbound: 3 October 2024
- Inbound: 21 December 2024

**Semester 2:**

- Contract dates including induction: 10 March 2025 - early June 2025 (TBC)
- Teaching: 17 March – 30 May 2025
- Flights:
- Outbound: week commencing 03 March 2025 (TBC)
- Inbound: 31 May

**Reference:** 10015

**Other benefits:** A return flight from the UK to China at the beginning and end of each semester, with travel insurance, visa fees and related costs from within the UK. We will pay an additional baggage allowance of up to £70 per flight. Free accommodation.



**Role Purpose**

Applications are sought from suitably qualified English language tutors to teach on intensive oncampus or online EAP courses. The successful applicants will be required to prepare, evaluate and assess learning on courses designed to prepare international students for study on university degree programmes. As an EAP tutor, you will be responsible for teaching credit bearing English for Academic Purposes modules to undergraduates in semester 1 and 2.

**Main Duties and Responsibilities**

**Teaching**

The successful applicants will be required to:

- Prepare and deliver on-campus synchronous group sessions and tutorials according to a syllabus driven scheme of work
- Invigilate, assess and mark tests
- Mark and give feedback on students’ work
- Moderate communications on a VLE and maintain contact with students through email
- Deliver pastoral support to students
- Attend the tutor induction programme
- Manage and take responsibility for students’ participation and engagement
- Maintain records relating to student engagement and progress
- Maintain records of work for students
- Ensure compliance with the UK’s working time directive, the University’s policies on GDPR and the University’s health and safety requirements
- Be observed in demonstration lessons by trainee teachers if required

**Professional Development:**

- Attend weekly course meetings and regular CPD sessions
- Be observed (annually) by the ELTU Observer team
- Complete the University’s mandatory training programme
- Collaborate with colleagues in the continuous, on-going review and development of the curriculum and the syllabus

**Internal and External Relationships**

Operational direction is provided from the Centre Manager for English modules. Support for living in China is provided by the Partnership Manager and the Chinese admin team. Teaching support will be provided by coordinators in each area of the syllabus. Line management is provided by an ELTU Assistant Director in the UK.

**Planning and Organising**

Tutors are responsible for teaching various strands of the modules to groups streamed by level or discipline. Tutors are expected to adapt given materials to differentiate according to the needs of their group.

**Qualifications, Knowledge and Experience**





### Essential

- Recognised British Council TEFLI qualification, such as CELTA or the equivalent.
- Substantial full time experience teaching EFL.
- A good knowledge of English language systems and skills.

### Desirable

- Education to degree level or equivalent.
- Experience of teaching on pre-sessional or in-sessional EAP courses in a university context.
- Recognised British Council TEFLQ qualification, such as DELTA.
- EAP qualification such as PGC TEAP, MATEAP or BALEAP fellowship.
- Experience teaching EFL overseas.
- Experience of transnational education partnerships.
- Experience teaching Chinese speaking learners.
- Experience with STEM and/or Medical Sciences.

More information about British Council categories of qualifications is available in the British Council Accreditation UK Handbook

[https://www.britishcouncil.org/sites/default/files/k062\\_uk\\_accreditation\\_handbook\\_2019\\_final\\_v2.pdf](https://www.britishcouncil.org/sites/default/files/k062_uk_accreditation_handbook_2019_final_v2.pdf)

### Skills, Abilities and Competencies

#### Essential

- shape learning for varying levels of linguistic competence
- relate course content to students' future academic study
- work effectively both independently and as a member of a team
- respond appropriately to difficult situations and use good judgement
- work as a team in the effective and efficient delivery of the programme
- work in a professional manner to represent the university
- use Office 365 suite to support teaching
- use online learning tools in teaching

#### Desirable\*

- speak Mandarin
- understand issues in transnational education
- use online marking tools
- understand university policies and regulations in quality assurance

***\*Criteria to be used in shortlisting candidates for interview***

### Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration and Disclosure and Barring Service (DBS).





If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

To comply with China visa regulations there will be a police check.

If you are working with under 18's, this post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an enhanced level check with child barred list.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

