

Job Title: EAP Coordinator (based in Chongqing Medical University, Jinyun campus, Chongqing, and Leicester, UK)

Grade: 7

Salary: £40,704 to £46,970 per annum, pro-rata if part-time

Department: Global Partnerships, CITE

Hours and contract: Full-time, fixed term contract till 07 September 2027

Job Family: Management and administration

Reference: 13942

Role Purpose

Applications are sought from suitably qualified English for Academic Purposes (EAP) tutors to teach on and coordinate intensive on-campus EAP courses at the Chongqing Medical University, China and on the main campus of University of Leicester, UK.

The partnership between the University of Leicester and Chongqing Medical University welcomed its first cohort in 2020. Based in University Town, Chongqing, the Chongqing Medical University-University of Leicester Joint Institute recruits students onto five-year dual-award BSc degrees in Clinical Sciences, Psychology and Physiotherapy. Students are taught by subject lecturers in both Mandarin and English and CITE is responsible for teaching students in Year 1 of the programmes by delivering two 30-credit EAP modules to first-year students across two semesters.

The successful applicants will be required to work alongside the existing course management team to review, develop and deliver the Year 1 EAP modules. This will involve programme review, developing new materials and parts of the programme as a response to changing conditions and feedback; taking responsibility for a team of teachers; leading team meetings and standardization sessions. You will also have a teaching commitment on the programmes to prepare, deliver and evaluate learning.

We are seeking applicants who can teach high-quality lessons within a communicative approach. You should be able to adapt to institutional and student needs and be willing to collaborate with your Centre Manager and colleagues in the ongoing development of the EAP foundation year. Additionally, as this is a collaborative provision delivered offshore, you should be able to adapt to unpredictable challenges both inside and outside the classroom.

Further information

27 days' bookable leave per year and 14 statutory and closure days.

Free accommodation is provided in China and subsidised accommodation may be available in Leicester.



A return flight from the UK to China at the beginning and end of each semester, with travel insurance, visa fees and related travel costs from within the UK. Excess baggage allowance for one additional suitcase per flight.

Coordinators will be based in China during the semesters, and will normally be based in Leicester during the vacation and summer periods.

Coordinators will usually be expected to take annual leave whilst based in the UK.

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

You must be available for scheduled work as required with reasonable notice during core hours (normal full time core hours are Monday to Friday, 08:00 to 18:00).

You may be required to teach on an occasional weekend day.

You will be required to teach on some UK Bank Holidays and University of Leicester closure days. This will be paid as Time Off in Lieu during the Leicester periods of the contract.

Semester dates are approximate and will be confirmed when the Chinese Ministry of Education releases holiday dates and our partner universities finalise the academic calendar. A typical year:

* The start date can be flexible for the right candidate

Date	Location	Work
August/ September* Start date	Leicester	Teaching on an ELTU summer course Working with colleagues to prepare your semester 1 modules Course development Annual leave
September / October	UK/ China	Course preparation Course induction (UK-based) Fly China-based induction
October - December	China	Semester 1 teaching starts 9/10/25 Semester 1 teaching finishes 23/12/25





January - March	Leicester	Exam panel Annual Leave Teaching on an ELTU winter / spring course Working with colleagues to prepare and develop your semester 2 modules
February / March	UK/ China	Fly China-based induction
March - May	China	Semester 2 teaching starts early March
June	Leicester	Exam panel Annual Leave Teaching on an ELTU summer course/ CITE project



Main Duties and Responsibilities

Coordination:

- Collaborate with centre manager and colleagues to review conditions, target programmes and feedback to plan future developments on the course
- Work with the course management team to manage the programme, the staff and the students on a daily basis
- Prepare and deliver engaging and motivating CPD sessions aimed at identified areas of development
- Lead team meetings to discuss delivery with teachers
- Be responsible for supporting a small team of teachers
- Lead on assessment design and delivery
- Write high quality materials accessible to all staff and aimed at student needs
- Observe other teachers and write reports if required
- Deputise for the centre manager if required

Teaching:

- 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 discussions and maintain contact with students through email and VLE
- Deliver tutorial support to students
- Attend the tutor induction programme
- Attend weekly course meetings and CPD sessions
- Maintain records of work for students
- Be observed (annually) by the ELTU Observer team
- Manage and take responsibility for students' participation and engagement
- Maintain records relating to student engagement and progress

Also:

- Ensure compliance with the UK's working time directive, the University's policies on GDPR and the University's health and safety requirements
- Complete the University's mandatory training programme
- Be observed in demonstration lessons by trainee teachers if required





Internal and External Relationships

Operational direction comes from the Centre Manager for EAP modules. Support for living in China is provided by the Partnership Manager and the China-based administrative team.

Line management is provided by the CITE TNE Assistant Director. The successful applicant will also create and maintain links with JEI colleagues at both partnership universities.

Planning and Organising

You will be required to effectively manage your time to plan your activities and to deliver on the priorities of the project:

- Prioritise tasks within agreed work schedules;
- Plan for specific aspects of programme review;
- Adapt daily and weekly plans to accommodate new developments and be flexible to the changing priorities of the programmes

Qualifications, Knowledge and Experience

Essential

- Recognised British Council TEFLQ qualification, such as DELTA
- Substantial full time experience teaching EFL
- Experience of teaching on pre-sessional or in-sessional EAP courses in a university context
- A good knowledge of English language systems and skills
- Digital literacy, including use of Office 365, MS Windows, email, Teams, using a VLE and Smartphone

Desirable

- Education to degree level or equivalent
- EAP qualification such as PGC TEAP, MATEAP or BALEAP fellowship
- Experience teaching EFL overseas
- Experience teaching Chinese speaking learners
- Experience with STEM subjects
- Experience of materials writing
- Leadership of small teams, including chairing meetings and delivering CPD

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

More information about British Council categories of qualification

(TEFLI and TEFLQ) is available in the British Council Accreditation UK Handbook

https://www.britishcouncil.org/sites/default/files/k062_uk_accreditation_handbook_2019_final_v2.pdf





Skills, Abilities and Competencies

Successful candidates should demonstrate the ability to:

- Work successfully with students from a range of cultural backgrounds
- 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 under pressure and to tight deadlines

Essential

- Work as a team in the effective and efficient delivery of the programme
- Work in a professional manner to represent the university
- Respond appropriately to difficult situations and use good judgement
- Use Office 365 suite to support material design and teaching
- Use online learning tools in teaching and materials design

Desirable*

- Speak Mandarin
- Understand issues in transnational education
- Design assessment
- Design course
- Use online assessment tools
- Develop internal quality assurance processes

**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

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.





Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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.

