

Job Title: EAP Coordinator (based at Dalian Leicester Institute, Panjin campus, China, and Leicester, UK)

Grade: 7

Salary: £39,906 to £46,049 per annum (spine point 31: add one spine point for each year completed)

Department: Centre for International Training and Education

Hours/Contract: Full-time, fixed term contract for 12 months from 1 September 2025

Reference: 12015

Role Purpose

Teach on and coordinate intensive on-campus EAP courses at the Panjin campus of Dalian University of Technology, China and on the main campus of University of Leicester, UK. Required to work with the course management team to review, develop and deliver the programmes. 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.

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

More information about British Council categories of qualifications (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

Essential

- 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
- 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

- Ability to speak Mandarin
- Understand issues in transnational education
- Ability to design assessments
- Ability to design courses
- Use online assessment tools
- Ability to 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.

Hours / Contract

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:

Date	Location	Work
Start date: 1/09/2025	Leicester	
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 20/12/2025
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
March	UK/ China	Fly China-based induction
March - May	China	Semester 2 teaching starts mid-March
June – August	Leicester	Exam panel Annual Leave Teaching on an ELTU summer course/ working on a CITE project

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.

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 equity 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 equity, diversity and inclusion.

