

Job Title:	EAP tutor (based in China, subject to FCO guidance)
Department:	English Language Teaching Unit
Contract:	13 week Fixed term contract running from 05 October 2020 – 01 January 2021 <i>(To be confirmed when the Chinese Ministry of Higher Education releases the new academic calendar)</i> Option to renew for Semester 2
Hours of work:	Based on 37 hours per working week with a need for flexibility
Salary:	13 weeks £28,331 pro-rata plus holiday pay
Additional benefits:	Free accommodation will be provided. A return flight from the UK to China at the beginning and end of each contract, with travel insurance, visa fees and related costs.
Location:	Leicester International Institute, Dalian University of Technology. Panjin, China.
Responsible to:	EAP Centre Manager responsible for providing the academic leadership, strategic development and delivery of the ELTU's operation at DLI in Panjin, China.

Leicester International Institute, Dalian University of Technology in China

The University has embarked on an exciting series of programme initiatives with a range of College of Science and Engineering (CSE) Bachelor degree programmes in China (PRC).

The partnership between the University of Leicester and Dalian University of Technology (DUT) gained formal PRC Ministry of Education approval in March 2017 to establish the Leicester International Institute, Dalian University of Technology.

This Collaborative Education Institute, abbreviated name: the Dalian Leicester Institute (DLI), recruited its first cohort of students in September 2017 to two 4+0 degree programmes: BSc Chemistry and BEng (Mechanical). BSc Mathematics was added in 2019. Eventually the total steady-state student population of the DLI will be approaching 1200.

The courses are taught in English by academic staff from the UK and PRC, integrating an intensive English Language course within the first year of each four-year degree for DLI enrolled students. The Students will graduate with two degrees: one each from the University of Leicester and Dalian University of Technology. Typically, the University of Leicester is responsible for providing all lecture and course material for the core curriculum, the English language modules and teaching 50% of the modules for each programme.

English Language Teaching Unit

The English Language Teaching Unit (ELTU) is part of the University of Leicester Corporate Services. The ELTU's role is to provide English language teaching and related services both inside and outside the University. At present, there are 26 full-time members of staff (21 teaching-related and 5 administrative) and a varying number of part-time hourly paid tutors and clerical assistants, reaching around 80 at the peak of the busy summer pre-session period.

The ELTU is located in a recently refurbished building 10 minutes' walk from the University's main campus. Its busy all-year-round programme for international students includes the following:

- full-time pre-session courses ranging from 40 weeks' to 3 weeks' duration





- an in-sessional programme with generic EAP and subject specific provision
- a range of credit-bearing modules contributing to University of Leicester and partner university degree programmes
- a number of intensive courses in English for general and specific purposes
- a number of teaching training courses including CELTA

For further details of the ELTU and its activities, please visit www.le.ac.uk/eltu

Role

Since September 2017, the University of Leicester and Dalian University of Technology (DUT) have been delivering Bachelor degree programmes in Chemistry and Mechanical Engineering at the Dalian-Leicester Institute (DLI), Panjin, Liaoning Province, China. All first year students at the Institute receive English language training from the English Language Centre.

As an EAP tutor, you will be responsible for delivering the English language modules to first year students at the DLI. At the time of writing, these may be delivered online from the UK or face-to-face in China depending on FCO travel advice and the Covid-19 situation.

Contracts will include induction, teaching and testing.

Main Duties and Responsibilities

- Teach up to a maximum of 24 hours per week with 19.5 hours being the norm
- Ensure compliance with health and safety requirements in all aspects of work
- Engage in weekly professional development related to the role, including appropriate scholarly activities
- Contribute to the overall quality of teaching and learning in the English Language modules at DUT
- Deliver a syllabus-driven scheme of work
- Collaborate with colleagues in the continuous, on-going review and development of the curriculum and the design of the syllabus
- Deliver pastoral support to students as required
- Supervise and correct students' work
- Mark tests as required by the Centre Manager
- Maintain records relating to attendance and progress
- Attend the tutor induction programme
- Attend all course planning meetings (approx two hours/week)
- Option to renew in Semester 2

Person Specification

Essential

- Recognised TEFLI qualification, such as CELTA or the equivalent*
- Substantial experience teaching EFL*
- Experience of teaching on pre-sessional or in-sessional EAP courses in a university context*
- Ability to work successfully with Chinese speaking students
- Ability to adapt teaching materials to varying levels of linguistic competence
- Ability to relate teaching to students' future academic study
- A good knowledge of the English language





- Commitment to the effective and efficient delivery of required teaching programmes
- Good communication skills
- Ability to work effectively both independently and as a member of a team
- Ability to respond appropriately to difficult situations and use good judgement
- Ability to work under pressure and to tight deadlines

Desirable

- Education to degree level or equivalent*
- Recognised TEFLQ qualification, such as DELTA or the equivalent*
- An EAP qualification such as PGC TEAP, MATEAP or BALEAP Fellow status*
- Experience of EFL overseas*
- Experience of working successfully with Chinese speaking learners*
- Experience with STEM subjects*
- Ability to speak Mandarin

**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.

Additional Information (Distance Learning)

Our intention is to deliver the programme in China as planned but if that were not possible, we would be delivering it remotely as we have been this semester. Whilst the pay and conditions remain the same with regard to the offer of accommodation (you would have the option of staying in the University of Leicester accommodation), the programme will obviously be different and the 'roles and responsibilities' differ a little. Our weekly online programme commits us to delivering the same outcomes with principle differences being:

- in the absence of 19.5 hours contact time, your role would be predominantly monitoring and giving feedback to students on online tasks
- maintain records relating to student task completion and progression
- hosting up to three hours of online seminars
- marking online assignment submissions
- using email to correspond to students
- attending up to three hours of online meetings with fellow tutors and management staff
- converting existing paper-based material to an online programme delivery (training and support given)
- attending (remotely if necessary) an induction programme.





A 'typical' week on our online programme might look something like this:

	<i>Ongoing</i>	<i>Daily Tasks</i>	<i>Online Conversion</i>	<i>Assignment Marking</i>
<i>Monday</i>	<i>Monitor online tasks and feedback</i>	<i>Host student tutorial on previous assignment feedback</i>	<i>2 lessons each tutor (6 tasks each) regular fortnightly deadline</i>	<i>Formative and Summative assignment marking – Currently 8 assignments per semester and approximately 15 assignments per tutor</i>
<i>Tuesday</i>	<i>Monitor online tasks and feedback</i>			
<i>Wednesday</i>	<i>Monitor online tasks and feedback</i>	<i>Attend tutor meeting online</i>		
<i>Thursday</i>	<i>Monitor online tasks and feedback</i>			
<i>Friday</i>	<i>Monitor online tasks and feedback</i>	<i>Host Q & A for forthcoming assignment</i>		

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.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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.

