Language and Skills Tutor x 4
Global Engagement, External Relations

Closing date: 4 December 2018
Interview date: 13 December 2018
Vacancy reference: 7186
INTRODUCTION

Following growth of our courses, the Centre for Global Programmes seeks to appoint a number of Language and Skills Tutors to join our core team. You will teach on a range of short courses and summer schools that are designed to meet the specific needs of groups of students from our partner universities.

Short course content can include English language enhancement, culture, creativity, critical thinking, communication, management and business, literature, and research and study skills. York Summer Schools are themed around disciplines in which the University excels, the main content of which is provided by York academics.

Your responsibilities will include teaching classes, leading seminars and conducting tutorials, some of which will involve the integration of language and content study.
Main purpose of the role

The purpose of the role is to carry out teaching on both new and established programmes. This will involve various modes of delivery including lessons and tutorials, as well as possible interaction through on-line media and some materials preparation.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Learning
- To support the objectives of CGP by designing and delivering high quality lessons that meet the requirements and aims of the course.
- To teach in a range of modes, predominantly through classroom workshops but also including lectures, seminars or one-to-one tutorials.
- To provide on-going assessment and detailed feedback to students; to mark and assess formative and summative assessments, presentations and end of course tests and to engage in standardisation processes to ensure marking is fair and rigorous.
- To contribute to the development of resource material.
- To carry out appropriate preparation of learning materials in advance of delivery.
- To collaborate across disciplines, where appropriate, in integrating content and language learning.
- To deliver preparation and lead student groups on half- and full-day trips to places of local and/or national interest.

Student Support
- To act as a main tutor for an assigned group, taking responsibility for progress and assessments.
- To foster and encourage a positive working atmosphere within assigned student groups.
- To provide the appropriate level of challenge for students while at the same time developing their confidence.
- To provide first-call pastoral care, referring individual students to other relevant members of the team or other University support staff where appropriate.

Administration and Communication
- To develop productive working relationships with all CGP and Global Engagement colleagues as well as with wider university staff and external partners and clients.
- To participate as a member of the teaching team and play an active role in CGP and Global Engagement meetings.
- Carry out administrative duties as required, including daily updating of online student registers and records of work done, writing detailed student and course reports.
- Attend induction days as required pre-course.
- Attend and participate in team meetings to report on student progress and collaborate in materials preparation; to participate in marking standardisation meetings as required.
- Undergo one classroom observation and receive feedback as part of CGP quality control procedures.
- Ensure the implementation of all University Policies including those relevant to teaching, Health and Safety and Quality Assurance.
- Demonstrate a commitment to Equal Opportunities.
- Attend any course receptions.

At a glance

Salary £25,483 - £31,302 a year

Hours of work Full-time (37 hours a week)

Contract type 2 x Open contract positions available
2 x Fixed-term contract (9 months) positions available

Based at Heslington Campus West

JOB DESCRIPTION
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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Relevant teaching Diploma (e.g. Cambridge ESOL DELTA, Trinity Dip TESOL) or PGCE with post 16 ELT specialism or equivalent experience</td>
<td>Essential</td>
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<td>MA preferably in a relevant field</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Detailed knowledge of a range of relevant course and supplementary teaching materials</td>
<td>Essential</td>
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<td>Knowledge of ELT within the context of Higher Education</td>
<td>Desirable</td>
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<td>Understanding of Content and Language Integrated Learning (CLIL)</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Ability to design teaching material and deliver either across a range of components or within a subject area</td>
<td>Essential</td>
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<td>Ability to contribute to the design of course components, curriculum development and new teaching approaches in the department</td>
<td>Essential</td>
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<td>Ability to plan, manage, organise and assess own teaching contributions</td>
<td>Essential</td>
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<tr>
<td>Ability to mark written work, presentations and projects with reference to language, study and communication skills, and provide appropriate feedback to students.</td>
<td>Essential</td>
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<td>Ability to take on specific administrative activities, paying due regard to detail and timekeeping</td>
<td>Essential</td>
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<tr>
<td>Ability to supervise the work of students, provide advice on learning and development and assist with learning problems.</td>
<td>Essential</td>
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<td>Proficient use of office IT software packages, including basic Microsoft applications and Google Apps.</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience working in a Higher Education context</td>
<td>Desirable</td>
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<tr>
<td>Experience teaching monolingual and multilingual classes in the UK and overseas and familiarity with associated challenges and opportunities</td>
<td>Essential</td>
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<td>Experience of teaching beyond standard ELT/EAP</td>
<td>Desirable</td>
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<td>Significant Experience in EFL and ESP teaching and learning</td>
<td>Essential</td>
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<tr>
<td>Recent experience of using a range of delivery techniques, including technology and enhanced learning to enthuse and engage students</td>
<td>Desirable</td>
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## Personal attributes

| Ability to work in a team and autonomously                                | Essential             |
| Willingness to work some unsociable hours                                | Essential             |
| Customer service orientation                                             | Essential             |
| Positive attitude to colleagues and students                             | Essential             |
| Ability to plan and prioritise own work in order to meet deadlines       | Essential             |
| Commitment to Equal Opportunities                                        | Essential             |
| Willingness to work flexibly to meet the needs of CGP and its students, partners and clients | Essential             |
THE DEPARTMENT

The University of York has a very international outlook. At the heart of this is the Global Engagement team who manage partnerships all over the world. The Centre for Global Programmes is part of Global Engagement, and we run short courses and summer schools all year round for the students and staff of our partner universities. We also organise exciting international opportunities for York students.

You will be part of this team, and critical to its success in providing a great experience for our short course and summer school clients.

Global Engagement works closely with academic departments, and support services (including Marketing, Careers, and Student Recruitment).
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7186
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 4 December 2018

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Informal enquiries may be made to Matt Smelt-Webb by telephone on 01904 322620 or by email at matt.smelt-webb@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835