

University of Central Lancashire & Shanghai
University of International Business and
Economics



**EAP/Business English Language
Specialists
Opportunities
2023-24**



University Introduction

The University of Central Lancashire is a large comprehensive university based in Preston in the north-west of England. Dating back to 1828, the university has almost 30,000 students and is ranked in the top 7% of universities worldwide (Centre for World University Rankings 2021-22).

An international university, UCLan has a worldwide footprint and several strong partnerships within China in particular. The UCLan-SUIBE partnership sits within the School of Humanities, Language and Global Studies, which runs a number of related courses in the area of International Business Communication at both undergraduate and postgraduate levels.

Shanghai University of International Business and Economics was established in 1960 and has established itself in recent years as high-quality institution, being ranked 13th among Chinese universities specialising in Finance and Economics (Best Chinese University Ranking 2022). With over 10,000 students, SUIBE has a new campus based in Songjiang district.

The UCLan-SUIBE partnership stretches back over twenty years. Within SUIBE, UCLan have their own dedicated teaching and learning facilities for the partnership, along with dedicated admin support and staff offices. Teaching takes place at the Songjiang campus, located in Songjiang University Town on the outskirts of Shanghai.

Students study on UCLan's BA English for International Business, with some students transferring to the UK for their final year, and others completing the degree at SUIBE. A three-year programme, there are approximately 100-150 students per year. The programme is run to UCLan standards and regulations, with the curriculum and core materials being provided by academics based in the UK, and local staff adding additional materials and adapting as appropriate.

Positions Overview

The University of Central Lancashire (UCLan) is seeking enthusiastic and experienced EAP/Business English tutors and a Coordinator/tutor to join our small academic team working with colleagues at Shanghai University of International Business and Economics (SUIBE) to deliver UCLan's BA English for International Business programme. The team is led by a Programme Coordinator based at the SUIBE campus, supported by management and academic leadership based in the UK.

English Language Coordinator

We have an opportunity for an experienced teacher/coordinator who wishes to work in one of the world's most vibrant cities. The ideal candidate will have at least two years' relevant experience of teaching Business or English for Academic and/or English for Specific Purposes at a Higher Education institution or similar along with the ability to lead highly complex intercultural teams. They will hold a Postgraduate degree (or equivalent) in a relevant subject along with CertTESOL, CELTA, or equivalent.

English Language Specialist

Another opportunity at our Franchise is for someone who is really interested in teaching in China. The ideal candidate will have at least two years' relevant experience of teaching Business or English for Academic and/or English for Specific Purposes at a Higher Education institution or similar. They will hold a Postgraduate degree (or equivalent) in a relevant subject along with CertTESOL, CELTA, or equivalent.

Citizenship and Visa Regulations

Our posts at SUIBE are also regulated by Chinese Labour Law and Shanghai Provincial Government. These regulations stipulate that the post holder must have a degree qualification (in a related discipline). For this type of post, they require the post holder to be a native or near-native level English speaker with citizenship of the UK, Ireland, USA, Canada, Australia, New Zealand or South Africa.

The post holder must comply with Chinese Labour Laws and Shanghai Provincial Government regulations to obtain a Chinese work permit and entry Z visa (restrictions apply), this includes a Police/Criminal Records Check and Health Check. These regulations stipulate who is eligible for legal work with regards to obtaining work permits and visas. The regulations in this province may preclude people over the age of 60 from obtaining a PRC work visa.

Benefits

The benefits package includes visa, accommodation allowance, and flight allowance.

- £1500 - completion bonus
- £1000 - return flights
- £200 - health insurance
- £3000 - Accommodation allowance

To apply

Informal enquiries about this post can be emailed to David Leeming (Deputy Head Business Development and Partnerships) DELeeming1@uclan.ac.uk

The specific requirements for the role are detailed in the job description and person specification. Applicants must meet all 'essential criteria' to be considered for interview.

Applications must be submitted in pdf format to DELeeming1@uclan.ac.uk and include:

- Cover letter (demonstrating how you meet the person specification)
- Current CV
- Contact details of two referees (with knowledge of your skills capabilities, and work performance. We will only take up references for the selected candidate)

Person Specification: English Language Coordinator

Job Title	English Language Coordinator
School/Service	Psychology and Humanities (based at SUIBE, Shanghai)
Salary/Term	£29, 652 per annum (pro rata) plus benefits package (Fixed term 1 year)
Responsible to	Principal Lecturer Business Development and International, Preston
Responsible for	Delivering high quality teaching

Job Purpose:

The role holder will be based at our partner, Shanghai University of International Business and Economics. The successful candidate will deliver high quality teaching, as well as playing an active part in assisting in the development and design of modules on our BA English for International Business programme. The coordinator will also be our main contact at SUIBE, and as such be responsible for the day to day running of our programme in China.

Main Duties and Responsibilities

1. To consult, and be actively involved daily administrative matters regarding the franchise operations at SUIBE
2. To liaise with the Management and IBC Course team at our UCLan Preston campus (usually via TEAMS)
3. To ensure requirements are adhered to for the delivery of the franchise programmes at SUIBE
4. To assist in the co-ordination of the module leaders for UCLan modules delivered at SUIBE
5. To liaise with co-tutors to ensure cohesion of module content
6. To represent the UCLan when required and undertake business development services to promote the SUIBE/UCLan partnership
7. To attend module meetings, staff meetings and assessment boards
8. To undertake other duties appropriate to the post as determined by UCLan management
9. Act as a module tutor for several identified modules under the guidance of a module leader.
10. Develop their own teaching materials with assistance and support
11. Contribute to the development of module information packs, assignments, and examination questions
12. Assess student progress and provide feedback



13. Actively participate as a member of the teaching team
14. Attend and contribute to relevant meetings (UK and in China)
15. Continue to develop own teaching and learning skills.
16. Contribute to the planning of teaching programmes
17. Attend any associated training and development sessions
18. Act as a Personal Tutor
19. To teach classes at undergraduate level
20. Carry out any other duties commensurate with the grade

Attributes	Essential	Desirable	Measure
Work Experience	<p>At least two years' relevant experience of teaching Business or English for Academic and/or English for Specific Purposes at a Higher Education institution or similar</p> <p>Experience of developing teaching and learning resources within the BE/EAP/ESP area.</p> <p>Experience of teaching overseas</p> <p>Experience of coordinating and managing/leading overseas programmes</p> <p>Experience of working with multicultural teams</p>	<p>Experience of teaching online</p> <p>Experience in the delivery of teaching and learning activities and undergraduate students</p> <p>A functional level of Chinese</p>	<p>Cover Letter and CV</p> <p>Interview</p>
Education/Qualifications	<p>Master's degree (or equivalent) in a relevant subject</p> <p>CertTESOL, CELTA, or equivalent.</p>	<p>Demonstration of academic or professional development to support teaching activities</p> <p>MATESOL, MA Applied Linguistics or equivalent</p> <p>DipTESOL, DELTA, equivalent qualifications</p> <p>Registered Practitioner of Higher Education Academy</p>	<p>Cover Letter and CV</p>
Skills and Abilities	<p>Flexible, innovative approach to teaching</p> <p>Excellent presentation and communication skills</p> <p>Administrative precision and successful record of working to deadlines</p>		<p>Cover Letter and CV</p> <p>Interview</p>



	<p>Proven ability to work on own initiative and as part of a multinational team</p> <p>An excellent understanding of Intercultural Communication</p> <p>Ability to adjust to the needs of the learners</p> <p>Ability to use IT and relevant software packages in the support of teaching and learning</p> <p>Able to deal with complex staffing needs/issues</p>		
Other	<p>Flexibility to meet the demands of a rapidly changing educational environment</p> <p>An understanding of and demonstrable commitment to the UCLan's Values as a framework for decisions, actions and behaviours.</p>	Commitment to continued professional development	<p>Cover Letter and CV</p> <p>Interview</p>

Person Specification: English Language Specialist

Job Title	English Language Specialist
School/Service	Psychology and Humanities (based at SUIBE, Shanghai)
Salary/Term	£21,930 per annum (pro rata) plus benefits package (Fixed term 1 year)
Responsible to	Principal Lecturer Business Development and International, Preston
Responsible for	Delivering high quality teaching

Job Purpose:

The role holder will be based at our partner, Shanghai University of International Business and Economics. They will deliver high quality teaching, as well as playing an active part in assisting in the development and design of modules on our BA English for International Business programme.

Main Duties and Responsibilities

1. Act as a module tutor for several identified modules under the guidance of a module leader
2. Develop own teaching materials with assistance and support
3. Contribute to the development of module information packs, assignments, and examination questions
4. Assess student progress and provide feedback
5. Actively participate as a member of the teaching team
6. Attend and contribute to relevant meetings
7. Continue to develop own teaching and learning skills
8. Contribute to the planning of teaching programmes
9. Attend any associated training and development sessions
10. Act as a Personal Tutor
11. To maintain a close collaborative relationship with the course team at UCLan Preston
12. To teach classes at undergraduate level
13. Carry out any other duties commensurate with the grade

Attributes	Essential	Desirable	Measure
Work Experience	<p>At least two years' relevant experience of teaching Business or English for Academic and/or English for Specific Purposes at a Higher Education institution or similar.</p> <p>Experience of developing teaching and learning resources within the BE/EAP/ESP area.</p> <p>Experience of teaching overseas.</p>	<p>Experience of teaching online.</p> <p>Experience in the delivery of teaching and learning activities and undergraduate students.</p>	<p>Cover Letter and CV</p> <p>Interview</p>
Education/Qualifications	<p>Master's degree (or equivalent) in a relevant subject.</p> <p>CertTESOL, CELTA, or equivalent.</p>	<p>Demonstration of academic or professional development to support teaching activities.</p> <p>MATESOL, MA Applied Linguistics or equivalent.</p> <p>DipTESOL, DELTA, equivalent qualifications.</p> <p>Registered Practitioner of Higher Education Academy</p>	<p>Cover Letter and CV</p>
Skills and Abilities	<p>Flexible, innovative approach to teaching.</p> <p>Excellent presentation and communication skills.</p> <p>Administrative precision and successful record of working to deadlines.</p> <p>Proven ability to work on own initiative and as part of a multinational team.</p> <p>An excellent understanding of Intercultural Communication.</p> <p>Ability to adjust to the needs of the learners.</p>		<p>Cover Letter and CV</p> <p>Interview</p>

	Ability to use IT and relevant software packages in the support of teaching and learning.		
Other	<p>Flexibility to meet the demands of a rapidly changing educational environment.</p> <p>An understanding of and demonstrable commitment to the UCLan's Values as a framework for decisions, actions and behaviours.</p>	Commitment to continued professional development.	<p>Cover Letter and CV</p> <p>Interview</p>