

Job Description

Job Title	Tutor in English for Academic Purposes
School/Service	HBU-UCLan School of Media, Communication and Creative Industries
Responsible to	Academic Head
Job Purpose: To teach and facilitate learning on the English Language modules in the Foundation year delivered at HBU-UCLan School of Media, Communication and Creative Industries located at Hebei University, Hebei Province, China.	
Main Duties and Responsibilities <ol style="list-style-type: none">1. To teach and carry out assessment on modules operated in the joint School, including the practical and theoretical aspects of English Language for Specific Purposes focusing on content from Media and Design.2. To act as a Personal Tutor for students and to support module operation. This will normally involve such activities as tutorials, administration and contributing to the joint School's Quality Assurance Process.3. To make significant contribution towards the achievement of the joint School's academic objectives through teaching, curriculum and module development.4. To prepare teaching materials, undertake assessment and marking. To support reassessment and assist assessment boards where necessary.5. To engage with the recruitment of students onto courses and to provide appropriate advice on progression and career opportunities.6. To adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.7. To participate in research as an individual or part of a team.8. To develop and consolidate contacts with University partners and other external organisations.9. To maintain a close collaborative relationship with the course teams at UCLan and to promote, encourage and maintain high standards for students and staff.10. To undertake any other duties relevant to the School's activities and commensurate with the level of the post, as directed by the Academic Head/designated Course Leader.	

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Attributes	Essential	Desirable	Measured By
Work Experience	Two years' relevant experience of teaching English for Academic and/or English for Specific Purposes at university or foundation year level, including the development of appropriate resources.	<p>Experience of teaching in the Higher Education sector.</p> <p>Experience of teaching overseas or in a non-English speaking context.</p> <p>Experience of teaching online</p> <p>Experience of working within international and cross-cultural domains.</p>	Application Form or Interview
Education/Qualifications	<p>Good honours degree (or equivalent) in a relevant subject.</p> <p>MA in a related discipline</p> <p>Relevant professional / teaching qualification such as CELTA/DELTA or equivalent</p>		Application Form
Skills/Abilities	<p>Ability to teach students and adjust to their learning needs.</p> <p>Good communication and presentation skills.</p> <p>Competent IT skills.</p> <p>An ability to innovate and develop teaching materials.</p> <p>Ability to work effectively both alone and as part of a team.</p> <p>Ability to work to deadlines.</p> <p>Ability to work within a cross-cultural domain.</p> <p>Ability to empathise with students.</p>	Specialism in one or more areas of Media/Design.	Application Form, Interview, and Presentation

<p>Other</p>	<p>Ability and willingness to be flexible according to the HBU-UCLan semester dates and scheduled lesson times.</p> <p>Willingness to adapt to cultural change when living and working in a large non-English speaking environment.</p> <p>Commitment to high quality teaching and student engagement.</p> <p>Ongoing commitment to personal and professional development.</p> <p>Commitment to continuous improvement in quality. A professional approach to administrative duties.</p>	<p>Experience of franchised programmes.</p> <p>Knowledge of academic Quality Assurance and student support procedures.</p>	<p>Application Form and Interview</p>
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