



Job Title	Course Tutor in English for Academic Purposes (Fractional)
School/Department	Centre for English Language Education (CELE)
Job Family and Level	UNNC Scale B Level 4
Contract Status	Full-time, fixed term for three years. This contract may be extended on an indefinite basis based on mutual agreement.
Location	University of Nottingham Ningbo China, Ningbo
Hours of Work	Irregular working hours, with 36¼ hours over Monday to Friday for 40 weeks per year
Responsible to	Senior Tutor or Team Leader

Purpose of role:

Course Tutors in English for Academic Purposes are primarily responsible for delivering a portfolio of credit-bearing and continuing support classes in EAP/ESP to students enrolled on undergraduate courses at the University of Nottingham Ningbo China (UNNC). Dependent on individual tutors’ aptitude and experience, there is also scope for their involvement in specific projects in teacher training, and design and delivery of bespoke training packages in various aspects of EAP/ESP.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time
1	Teaching up to a maximum of 18 hours per week (to agreed standards from a given syllabus) on both credit-bearing and support EAP/ESP courses as required.	35%
2	Working week to also include approx. 14 hours of teaching preparation, marking and feedback as required, and other administrative duties relating to teaching (standardisation, report writing, attendance of regular course and general meetings).	30%
3	To participate in assessments and to act as invigilator in such assessments as required.	10%
4	Pastoral and academic care of students via the UNNC personal tutorial system.	5%
5	To contribute to course and curriculum development and design, including course management, where appropriate.	5%
6	To take part in and contribute to staff development activities consistent with continuous professional development.	10%
7	To support and comply with the University’s teaching quality assurance standards and procedures.	Yes
8	Effective liaison with the Head of CELE, the CELE Director of Education and Student Experience (EAP), other members of the management team, and fellow academic staff.	Yes
9	To ensure compliance with health and safety requirements in all aspects of work.	Yes
10	Any other reasonable duties appropriate to the post.	5%

Person Specification

	Essential	Desirable
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Completed MA/MSc in TESOL / ELT / Applied Linguistics (or equivalent) <ul style="list-style-type: none"> ○ Evidence of an assessed teaching practicum contained therein. ▪ Recognized formal Teaching Qualification (if not part of degree), e.g.: <ul style="list-style-type: none"> ○ CAE DELTA ○ LTCL DipTESOL ○ PGCE/PGCertEd 	<ul style="list-style-type: none"> ▪ Teacher training experience and qualifications ▪ AdvanceHE Fellowship
Skills	<ul style="list-style-type: none"> ▪ Confidence in analysing language and providing constructive and explicit feedback on students' spoken and written work ▪ Ability to work in a team and to teach and assess to agreed criteria ▪ Ability to work under pressure and meet administrative/marketing deadlines ▪ Good oral and written presentation skills, including excellent word-processing skills ▪ IT skills essential including ability to deliver teaching and support through VLEs such as Moodle and Teams ▪ English as a first language, or equivalent English language competence 	<ul style="list-style-type: none"> ▪ Evidence of ongoing professional development within the field of ELT/EAP (e.g. appropriate professional memberships; attendance at conferences; publications and presentations) ▪ Experience in using other VLE platforms an advantage (e.g. OneNote, Online Forums, Padlet, Mentimeter etc.)
Knowledge and experience	<ul style="list-style-type: none"> ▪ Substantial experience of full-time EFL teaching together with significant EAP teaching (e.g. UK University summer 'Pre-sessional' teaching) 	<ul style="list-style-type: none"> ▪ Substantial EAP/ESP teaching experience, including Foundation level university teaching ▪ Experience of teaching Chinese University students ▪ EAP/ESP curriculum and materials development.
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to work effectively in a multi-cultural environment. 	

Expectations and Behaviours

The University has developed a clear set of [core expectations and behaviours](#) that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing People** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking Ownership** Is clear on what needs to be done encouraging others to take ownership. Acts when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward Thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional Pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always Inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key Relationships with others

