

Job Description

Job title: Lecturer in English for Academic Purposes – Shenyang, China

Faculty/Directorate: Arts, Design & Humanities

Grade: F

Role profile: TAR 2

Full time: (£39.906 per annum pro rata)

Fixed-Term (end 31 August 2028)

| | Duties of the role |
|---|---|
| Overall purpose of the role | <i>To teach English Language and Academic Skills to Chinese students at De Montfort University's Partner University Liaoning University (LNU) in Shenyang, NE China.</i> |
| Main duties and responsibilities | <ul style="list-style-type: none"> • Prepare and deliver lessons in English for Academic Purposes (EAP), covering the language skills of Reading, Writing, Speaking and Listening, and academic skills such as summarising, doing research and taking part in seminar discussions. • Teach 15-18 hours of student focussed engaging lessons per week on campus in Shenyang, China. • Work closely with co-tutors and the course leadership team to assess and standardise tests in all language skills. • Curriculum development – continuously update teaching materials. • Create and review formative and summative assessments in line with the module specifications. • Mark work, providing feedback, writing reports and conducting tutorials. • Track student progress and engagement, flagging concerns to the lead tutor. • Coordination and administration work - course coordination, materials proofreading, student enrolment support, supplementary activities for students needing additional support. • Perform any other duties commensurate with the job grade as reasonably required from time to time, including weekly meetings with co-tutors and the course management team. • Treat all DMU and LNU staff, students, contractors and visitors with dignity and respect. • Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. <p>All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.</p> |

Person Specification

Job Title: Lecturer in English Language

Faculty/Directorate: TAC

Grade: F

Full time

| Area of responsibility | Requirements | Essential or desirable | *Method of assessment | | | |
|--------------------------------------|---|------------------------|-----------------------|---|---|---|
| | | | A | I | T | D |
| Qualifications | Diploma in ELT (DELTA, preferred) or MA in ELT /TESOL | Essential | X | | | X |
| | CELTA / TESOL certificate or equivalent with a minimum 5 hours of assessed teaching practice (*not needed if candidate has DELTA) | *Essential | X | | | X |
| | PGCert, HEA fellowship or similar | Desirable | X | | | X |
| Teaching and Learning Support | Knowledge and experience of teaching and learning EAP in higher education. | Essential | X | X | | |
| | Sensitivity to a diverse range of staff and student needs and evidence of responding to their needs. | Essential | X | X | | |
| | Experience of teaching overseas. | Desirable | X | X | | |
| | Ability to provide face-to-face learning and online support using a variety of tools. | Essential | X | X | | |
| Research and Scholarship | Established or in development research, commercial or publication profile. | Desirable | X | | | X |
| Planning and Resources | Ability to work within a team and on own initiative. | Essential | X | X | | |
| | Experience of HE student recruitment and selection requirements in particular English Language attainment levels | Essential | X | X | | |
| Citizenship | Ability to communicate effectively at all levels of the organisation | Essential | X | X | | |
| | Ability to contribute to the subject and school's public engagement activities | Essential | X | X | | |
| | Legally allowed to work and reside in both the UK and China | Essential | x | | | x |

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence