

Job Summary

Job Title:	EAP Tutor
Grade:	6
Salary:	£26,829 - £31,076 per annum pro rata. Free accommodation will also be provided, a return flight per contract from the UK to China, travel insurance, visa fees and related costs.
Department:	English Language Teaching Unit
Contract:	15 week Fixed term contract running from 18.09.2017-29.12.2017 Duration of stay in China may vary dependent on visa restrictions.
Location:	Leicester International Institute, Dalian University of Technology. Panjin, China.
Responsible to:	EAP Centre Manager responsible for providing the academic leadership, strategic development and delivery of the ELTU's operation at DLI in Panjin, China.

Role Purpose

The University is embarking on an exciting series of programme initiatives with a range of College of Science and Engineering (CSE) Bachelor degree programmes in China (PRC).

The partnership between the University of Leicester and Dalian University of Technology (DUT) gained formal PRC Ministry of Education approval in March 2017 to establish the Leicester International Institute, Dalian University of Technology.

This Collaborative Education Institute, abbreviated name: the Dalian Leicester Institute (DLI), will recruit its first cohort of students in September 2017 to two 4+0 degree programmes: BSc Chemistry with 80 students and BEng (Mechanical) with 100 students. BSc Mathematics will be introduced in 2018. All first year students at the Institute will be receiving English language training from the English Language Centre. The total steady-state student population of the DLI will be approaching 1200.

The courses will be taught in English by academic staff from the UK and PRC, integrating an intensive English Language course within the first year of each four-year degree for DLI enrolled students. The Students will graduate with two degrees: one each from the University of Leicester and Dalian University of Technology. Typically, the University of Leicester is responsible for providing all lecture and course material for the core curriculum, the English language modules and teaching 50% of the modules for each programme.

As an EAP tutor, you will be responsible for delivering the English language modules to first year students at the Dalian-Leicester Institute, Panjin, Liaoning Province, China.

The contract will include induction, teaching and testing.

Applications are sought from suitably qualified tutors to teach on a 15-week intensive pre-sessional EAP course in China. The length of stay in China may vary dependant on individual visa restrictions.





Job Summary

Principal Responsibilities	% Time
<ul style="list-style-type: none"> • Teach up to a maximum of 24 hours per week with 18 hours being the norm • Mark tests as required by the Centre Manager including the supervision and correction of students' work • Contribute to the overall quality of teaching and learning in the English Language modules at DUT • Engage in continuous professional development related to the role, including appropriate scholarly activities • Collaborate with colleagues in the continuous, on-going review and development of the curriculum and the design of the syllabus • Deliver pastoral support to students as required and maintain records relating to attendance and progress • Attendance at induction programmes and all course planning meetings 	<p>65</p> <p>10</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>
Internal and External Relationships	
The post holder will be required liaise closely with academic and support staff to ensure that relevant English language support is provided where needed.	
Additional Information	
This role may be subject to a DBS check in order to comply with the Chinese visa application process	
Planning and Organising	
There are no specific organisational duties other than course	
Qualifications, Knowledge and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Recognised TEFL qualification, such as CELTA or the equivalent* • Substantial experience teaching EFL* • Experience of teaching on pre-sessional or in-sessional EAP courses in a university context* • A good knowledge of the English language • Commitment to the effective and efficient delivery of required teaching programmes • Good communication skills <p>Desirable</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent* • Recognised TEFL qualification, such as DELTA or the equivalent* 	



- An EAP qualification such as PGC TEAP, MATEAP or BALEAP
- Taught EFL overseas*
- Experience of working successfully with Chinese speaking learners

Skills, Abilities and Competencies

Essential

- Ability to work successfully with Chinese speaking students
- Ability to adapt teaching materials to varying levels of linguistic competence
- Ability to relate teaching to students' future academic study
- Ability to work effectively both independently and as a member of a team
- Ability to respond appropriately to difficult situations and use good judgement
- Ability to work under pressure and to tight deadlines

**Criteria to be used in shortlisting candidates for interview*

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#) (for which we are currently Bronze award holders).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

