

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF HUMANITIES**  
**SCHOOL OF ARTS, LANGUAGES & CULTURES**  
**DIVISION OF UNIVERSITY CENTRE FOR ACADEMIC ENGLISH**  
**ACADEMIC ENGLISH TUTOR**  
**VACANCY REF: HUM-028525**

**Salary:** Grade 6 £37,174 to £45,413 per annum, depending on relevant experience

**Hours:** Full time (1 FTE)

**Duration:** Fixed term for 24 months

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Name: Lisa Jameson

Email: [lisa.jameson@manchester.ac.uk](mailto:lisa.jameson@manchester.ac.uk)

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**Academic English Tutor**

**Main responsibilities**

- Teach / tutor in all skills of the English language for up to 590 contact hours per year, to potentially all levels of intake (short courses / Pre-University to postgraduate researchers'), and undertake the relevant administration around this teaching
- Work under the supervision of a more senior member of the Centre with regard to the delivery of all material and courses, and contribute to the design, review, and development of courses
- Guide, support and supervise summer tutors under the direction of more senior members of the Centre
- Solve day-to-day problems related to teaching, identify and/or develop language teaching material with the guidance of a more senior member of the Centre, and plan and organise their workload
- Contribute to language curriculum development under the guidance of a more senior member of the Centre
- Participate as required in the organisation and delivery of courses

- Develop mechanisms and materials to help guide and monitor students in independent and asynchronous language learning
- Provide assessment and feedback in all skills. In discussion with a more senior member of the Centre, set and mark assessments
- Assist more senior members of the Centre with the coordination of all areas of Centre delivery, as requested
- Assist more senior members of the Centre with interviews for summer tutor positions
- Act as a personal tutor / academic advisor to students as required
- If there is clear delivery need, occasionally provide instruction outside the standard University of Manchester teaching week (Monday – Friday, 9.00 – 18.00)
- Participate in recruitment and admissions activities if requested by a more senior member of the Centre
- Attend meetings as required and requested by a more senior member of the Centre
- Keep up to date in technological ‘upskilling’ and be collegially responsible for a culture where continuous professional development and achievement are seen as the norm
- Participate in programme evaluation and quality assurance processes and contribute to ensuring the resulting actions are applied
- Work closely with Centre colleagues where there are over-lapping expectations to ensure that overall Centre goals are achieved
- Undertake other teaching and administrative duties / responsibilities as may be required

## **Person Specification**

### **Essential**

- A first degree and an educational background appropriate to the delivery of the specified duties
- An MA / MSc / MEd in Applied Linguistics, TESOL or other relevant academic areas (or undertaking one of these qualifications)
- A recognized Diploma-level (NQF Level 7) ELT qualification (e.g., UCLES DELTA or Trinity Diploma in TESOL) or be in the process of completing the qualification at the time of accepting the contract
- Teaching experience on similar Higher Education Academic English programmes
- Up-to-date knowledge of high-quality materials design and development
- Ability to contribute to the creation of high-quality materials design and the development process
- Excellent communication and interpersonal skills combined with a collaborative and supportive work ethic
- Flexibility in approaches to teaching and learning and related systems
- Ability to empathise with students

- Ability to work during July, August and September, and to be able to take most annual leave outside these months, and within defined periods

**Desirable**

- Fellowship of Advance HE, engaged in the BALEAP TEAP scheme and/or a CertPT in Teaching EAP
- Experience of learning technologies in an Academic English context
- Experience in curriculum and assessment design
- Teaching experience on any programmes that provide university-wide Study Skills / Academic Literacies support to all students (international and home)
- Teacher training qualifications and teacher training experience