

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**FACULTY OF HUMANITIES**

**SCHOOL OF ARTS, LANGUAGES & CULTURES**

**MODERN LANGUAGES AND CULTURES**

**LANGUAGE TUTOR IN CHINESE (MANDARIN) (LEAP)**

**VACANCY REF: HUM-029033**

<b>Salary:</b>	Grade 6 £37,174 to £45,413 pro rata, per annum, depending on relevant experience
<b>Hours:</b>	0.7 FTE
<b>Duration:</b>	Fixed term from 1 September 2025 to 30 August 2027
<b>Location:</b>	Oxford Road, Manchester

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

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**Background**

The School of Arts, Languages and Cultures (SALC) contains one of the UK's largest concentrations of high-quality research and teaching in languages and linguistics. SALC is seeking to recruit a fixed-term language tutor to contribute to the teaching activities of LEAP (Language Experience for All Programme) which is housed within the department of Modern Languages and Cultures. We are looking for an excellent language teacher who will provide instruction in Chinese (Mandarin) on our University-Wide Languages Experience for All Programme (LEAP) and, if required, on our undergraduate degree programme. The successful candidate will contribute to course design, review and curriculum development, and assessment at all levels. They will also carry out additional, relevant duties, as required by the Head of Department.

The School is strongly committed to the enhancement of excellence, in step with the University's ambitious plans as set out in the document Building on Manchester 2015 – Towards Manchester 2020, which is designed to cement the University's place within the world's top 25 universities. In REF 2021, Modern Languages and Cultures at Manchester achieved an excellent result. Teaching is a key element of the School's activity and students at all levels benefit from the breadth of the School in that they can combine languages and pursue interests from a cross-cultural and cross-linguistic perspective.

## **Job Description**

### **Main Responsibilities**

- Provide instruction in written and spoken Chinese (Mandarin) both in class and online on the University-Wide Languages for All Programme (LEAP) and, if required, on the undergraduate curriculum. Work under the supervision of a Senior Language Tutor, designated lecturer and/or the coordinator of the LEAP programme with regard to the delivery of all Chinese language courses and contribute to the design, review and development of said courses.
- As teaching on LEAP programmes, deliver classes during the evening (after 6pm).
- Identify and/or develop language teaching materials, including, as necessary, materials which relate to social, political, cultural, economic, legal, business and management issues (e.g. selection of appropriate materials for discussion and exercises based on such materials). Develop and supplement language teaching resources where necessary, including online, considering experience of individual groups' teaching needs, as required and with the guidance of a Senior Language Tutor, designated lecturer and/or coordinator of LEAP when needed.
- Contribute to language curriculum development, under the guidance of a Senior Language Tutor, the director of LEAP and / or a programme director.
- Participate as necessary in the organisation and delivery of short language courses, recruitment and promotional events.
- Develop mechanisms and materials to help guide and monitor students in independent language learning, both in class and online.
- Provide formative and summative assessment in written and spoken Chinese (Mandarin), including appropriate feedback. In discussion with a Senior Language Tutor, the director of LEAP, designated lecturer and / or programme director, set and mark examinations according to university criteria. This includes, if required, setting re-sit examinations to be taken in August-September each year.
- Assist the Senior Language Tutor or designated lecturer in Chinese and/or the coordinator of LEAP with the coordination of Spanish language course units, as required.
- Undertake relevant teaching and assessment administration
- Be available for consultation with students in at least two designated office hours each week.
- Participate in recruitment and admissions activities pertaining to Chinese (Mandarin) language study, as required and directed by admissions tutors.
- Provide general language support for other activities within the School and discipline area, as required and under the guidance of a Senior Language Tutor, the director of LEAP, designated lecturer and / or programme director.
- Attend staff, programme, and course unit meetings and induction and briefing sessions. Participate in School, Departmental and/or LEAP committees and boards, as required.
- Keep up to date and revise teaching in accordance with social, cultural and language developments within the Chinese-speaking world.
- Develop and maintain a familiarity with the framework for quality assurance and for language teaching methodology. Participate in course and programme evaluation

exercises, as required. Liaise with external examiners in Chinese, if asked to do so by the Senior Language Tutor, director of LEAP or designated lecturer.

- Participate in staff development and review exercises such as training away days.
- Undertake other teaching and administrative duties/responsibilities as may be required.

### **Person Specification**

#### **Essential**

- Possess a first degree and an educational background appropriate to the delivery of the specified duties.
- Possess a teaching qualification.
- Possess near-native command of Chinese (Mandarin).
- Demonstrate excellent language-teaching skills.
- Previous experience of teaching and assessing advanced Chinese (Mandarin) language skills at tertiary level (ideally in the UK) and/or experience teaching on LEAP programmes.
- Up-to-date knowledge of social, cultural and language developments in the Chinese-speaking world.
- Experience of using or developing online or computer-aided language learning, particularly Canvas.
- Demonstrate excellent communication and interpersonal skills, and a collaborative and supportive work ethic.
- Demonstrate flexibility in approaches to teaching and learning and related systems.
- Ability to empathise with students.

#### **Desirable**

- Experience of teaching a foreign language for specific purposes, e.g. business, management, science or medicine.
- Experience teaching translation and/or interpreting.
- Experience in curriculum development.
- Accredited qualifications in the teaching of Chinese (Mandarin) as a foreign language.

The candidate chosen will be the one who matches most closely the overall requirements of the post, so candidates should address the above criteria in their applications.

Short-listed candidates will be asked to make a 15-minute teaching presentation. They will be asked to present a 15-minute section of an actual class (as opposed to an entire class condensed into 15 minutes).