



JOB DESCRIPTION

Job Title:	English Language Tutor
Unit/School:	Cardiff School of Education and Social Policy (CSESP)
Department:	English Language Training Centre
Location:	Cyncoed Campus
Grade:	6 AB
Salary:	£38,205 - £42,978 per annum pro rata
Hours:	18.5 hours per week
Tenure:	Fixed term until 15 September 2024

Role Summary:

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

This is a key post that will contribute to the ambitions of the University's Strategic Plan.

The English Language Tutor team is responsible for delivering high quality ELTC programmes in line with ELTC processes and procedures. This involves teaching students undertaking the International Foundation Course, Pre-Sessional Course and other courses housed in the ELTC.

As well as developing and delivering lessons, the role includes assessing students on these accredited and non-accredited courses. The English Language Tutor team provide English language and study skills teaching to international students, preparing them for progression in Cardiff Metropolitan University and other UK HEIs.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



ROLE PROFILE

Principal Duties and Responsibilities:

1. Plan and teach on the English Language programmes that reside within the ELTC which prepare students from undergraduate, post-graduate and research level study at Cardiff Metropolitan University.
2. Follow established schemes of work on core courses, devise and deliver lessons with appropriate learning and teaching materials and submit lesson plans as appropriate, encompassing grammatical accuracy, essay writing, critical thinking, reading and note-taking strategies, presentation skills, summarising and paraphrasing, referencing and avoiding plagiarism.
3. Manage and plan own teaching preparation, producing high quality teaching resources to enhance the Centre's resources and designing tutorials and workshops using teaching resources and facilities as appropriate.
4. Use a range of media to routinely communicate complex and technical concepts to international students relating to research methodology, critical analysis and evaluation, guiding students in adapting existing learning strategies to those of a UK higher education institution.
5. Use varied and appropriate classroom management skills and teaching methods and utilise strategies for mono lingual and multilingual classes of varying sizes.
6. Guide students in adapting existing learning strategies to those of a UK higher education institution.
7. Assess student work on accredited and non-accredited courses including marking of set assignments within agreed turnaround times reflecting the requirements of anybody responsible for auditing provision.
8. Provide students with constructive and timely feedback on their progress.
9. Record and report internal testing of student language skills as required.
10. Work as a member of the programme teams to ensure consistency of delivery and compliance with regulatory bodies.
11. Respond appropriately to student enquiries and provide pastoral care and associated student support functions, acting as a personal tutor providing academic support and acting as a conduit to signpost students to the University's support systems such as International Student Welfare or Student Support.
12. Ensure that professional boundaries between student and tutor are maintained, in accordance with University procedures.

13. Awareness of, and sensitivity to, cultural, religious and political issues associated with delivery to students at the ELTC and the potential impact on their learning experience.
14. Contribute to the maintenance of an efficient and effective student/client record system in line with the Cardiff Metropolitan Data Protection Policy.
15. Comply with ELTC and Cardiff Metropolitan University Policies and Procedures and fulfilling the administrative functions to support the smooth running of the Centre.
16. Completion of attendance reports in order to maintain the Centre's compliant attendance monitoring.
17. Attend and contribute to ELTC team meetings and other meetings, such as Course Committee Meetings, as appropriate.
18. Attend induction and professional development sessions as required and facilitate dissemination of relevant new knowledge in the team.
19. Maintain an up-to-date knowledge of issues relating to the work of the ELTC that could be used to benefit ELTC colleagues and students, attending courses and conferences, where appropriate, as part of Continuing Professional Development.
20. Take responsibility for Continuing Professional Development by keeping up to date with sector developments and implications for practice, networking to facilitate knowledge and good practice.
21. Participate in offering training relating to English language teaching issues to staff in the ELTC and participate in raising awareness in the School of Education and Social Policy and with other academic colleagues.
22. The post holder will also be required, as appropriate, to engage in other activities within the ELTC and the School of Education and Social Policy and contribute to the wider life of the School in general.
23. The post holder will also be required, as appropriate, to engage in other Enterprise activities within the ELTC and the School of Education and Social Policy.
24. Adhere to Cardiff Metropolitan University Health and Safety Policy.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title: English Language Tutor

School/Unit:
Cardiff School of Education and Social Policy
English Language Training Unit

***Key**
A - Application form
I - Interview
P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	<ul style="list-style-type: none"> Educated to degree standard or equivalent. Qualification in Teaching English as a Foreign Language (eg CELTA or Cert TESOL) or recent relevant experience . Evidence of commitment to Continued Professional Development. 	✓		
Education and Qualifications (Desirable)	<ul style="list-style-type: none"> Hold a PGCE / DELTA / DipTESOL / appropriate Level 7 qualification. 	✓		
Knowledge (Essential)	<p>Provide evidence of:</p> <ul style="list-style-type: none"> An awareness of cultural issues facing international students studying in the UK. Knowledge and understanding of equality and diversity issues. Familiarity with the Common European Framework of Reference (CEFR) and IELTS standards and requirements. Knowledge of the study conventions of higher education in the UK. 	✓		✓
Knowledge (Desirable)	<ul style="list-style-type: none"> Knowledge of applying a range of teaching methodologies to best effect. 	✓	✓	

Skills and Abilities Relating to Role (Essential)	Provide evidence of: <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent organisational and time management skills with a demonstrable high level of attention to detail and initiative. • Ability to work well as an individual and as part of a team. • Ability to adhere to internal and external regulations in terms of Quality Assurance and the requirements of external agencies. • Working knowledge of common Microsoft Office applications such as Word and Powerpoint. 	✓ 	✓ 	
Skills and Abilities Relating to Role (Desirable)	<ul style="list-style-type: none"> • Able to represent Cardiff Metropolitan University to high standard. 	✓	✓	
Experience Paid/Unpaid (Essential)	Provide evidence of: <ul style="list-style-type: none"> • Previous experience of working with people whose first language is not English. • Preparation and delivery of high quality teaching materials. • Experience of teaching classes of varying sizes and levels, demonstrating differentiated learning and teaching methods both face to face and through an online platform. 	✓ 	✓ 	
Experience Paid/Unpaid (Desirable)	Provide evidence of: <ul style="list-style-type: none"> • Experience of online synchronous teaching. • Experience of teaching in the higher / further education sector or teaching adults. 	✓ 	✓ 	

Other Requirements (Essential)	<ul style="list-style-type: none"> The flexibility and ability to work unsociable hours on occasion to adapt to periods of higher activity at, for example, times of assessment. Ability to work across different work locations - some cross-site working may be required. <p>*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).</p>	✓ ✓	✓ ✓	
Other Requirements (Desirable)	<ul style="list-style-type: none"> Second language 	✓		
Welsh Language Skills Listening Desirable	<u>Listening</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Reading Desirable	<u>Reading</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Speaking Desirable	<u>Speaking</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Writing Desirable	<u>Writing</u> A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>