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| UNIVERSITY OF NOTTINGHAM NINGBO, CHINA  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Language Tutor in Spanish

**School/Department:** Language Centre

**Salary:** RMB 246,043 – RMB 293, 787 per annum, depending on skills and experience, salary progression beyond this scale is subject to performance.

**Contract Status:** This post is available from March or thereafter and will initially be offered on a one year fixed-term contract with the University of Nottingham Ningbo China. This contract may be extended on an indefinite basis by mutual agreement.

**Hours of Work:** Full time

**Location:** The University of Nottingham Ningbo China.

**Reporting to:** Director of the Language Centre

**Job Outline:**

The post represents an exciting and unique opportunity for a candidate with the ability to deliver high quality language teaching from beginner to advanced levels in Spanish for undergraduate and postgraduate students. In addition to teaching, the successful candidate will also be expected to contribute to the further development of language teaching and learning resources, including e-learning and web-based provision, and to the administration of quality assurance procedures. Contact teaching hours will normally be 15 to 18 hours per week.

**Main duties and responsibilities:**

**Teaching**

* To prepare and deliver high quality language teaching, from beginner to advanced levels for undergraduate and postgraduate students.
* To prepare and administer relevant examinations.
* To contribute to module and curriculum development and design, including the management of modules where appropriate.
* To support and comply with the University’s teaching quality assurance standards and procedures.
* To contribute to non-credit bearing and informal language instruction activities, as required.
* To convene modules and contribute to the creation of related assessments and administration.
* To participate in extra-curricular activities.

**Administration**

* To undertake administrative work/management functions as required and to generally assist with the efficient and effective completion of the work of the School and the University. This may include participation in relevant teams and working groups.
* To liaise, as appropriate, with academic and administrative colleagues in Nottingham, UK.
* To take part in and contribute to staff development activities consistent with continuing professional development.
* To provide pastoral care and academic support to students.
* To ensure compliance with health and safety requirements in all aspects of work.
* Any other duties appropriate to the post.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | A Degree in a relevant subject: Languages, Humanities or Social Sciences.  A Master degree in Spanish teaching language from a university or official institution. | Postgraduate certificate in Learning and Teaching in Higher Education or equivalent. |
| **Skills/Training** | An ability to teach Spanish language from beginner to advanced levels.  Effective communication and presentation skills in English.  Trained on the use of technology for a VLE environment.  Ability to provide excellent pastoral and academic care.  A mother-tongue level spoken in Speaking Spanish (Spain and Latin America). | Experience in use of digital language lab facilities;  Ability to develop materials for blended learning.  Experience in the use of mobile technology in language teaching delivery. |
| **Experience** | Experience of language teaching at degree level in China or Asia for 2 years.  Experience on blended learning for second or third language acquisition.  Experience of working in an international and/or multicultural setting for more than 2 years. | Experience of language teaching at degree level in an English-speaking institution;  Experience of curriculum development, assessment design and the collaboration in teaching and learning programmes;  Experience of teaching Spanish business language at all levels. |
| **Personal Attributes** | Ability to work effectively in a multicultural team;  Good organization skills  Ability to complete administrative duties and other tasks effectively to deadlines.  Ability to adapt to cultural and linguistic diversity, within the Spanish speaking world.  Ability to work autonomously.  Good interpersonal skills when dealing with both students and colleagues. | Interest in organizing relevant extra- curricular activities. |

Informal enquiries regarding this vacancy may be addressed to Ms Penelope Franco, Director of the Language Centre, email: [penny.franco@nottingham.edu.cn](mailto:penny.franco@nottingham.edu.cn) Please note that applications sent directly to this email address will not be accepted.

**Please quote ref. 180907 Closing date: 23 November 2019**

**Please be advised that the interview will be taken place in Ningbo China and your referees will be approached prior to the interview.**