**UNIVERSITY OF NOTTINGHAM NINGBO CHINA
RECRUITMENT ROLE PROFILE FORM**

**Job Title:** Preliminary Year Tutors in Mathematics (Fixed Term)

**School/Department:** Centre for English Language Education (CELE)

**Salary:** RMB 372,162– RMB 444,382 per annum (pro rata for fractional post), depending on skills and experience, salary progression beyond this scale is subject to performance. In addition, employment support allowance, insurance etc. will be provided for international appointments.

**Contract Status:** Posts are available from September 2020, although later start dates are negotiable, and will initially be offered on fixed-term contracts with the University of Nottingham Ningbo China for a period of three years in the first instance. Contracts may be extended on an indefinite basis by mutual agreement, subject to revised terms and conditions. Salary progression beyond this scale is subject to performance.

**Hours of Work:** Based on 36.25 hour working week. Teaching up to a maximum of 18 hoursper week.

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

**Reporting to:** The Head of CELE

**Job Outline**

Preliminary Year tutors are primarily involved in the delivery of a portfolio of credit-bearing modules to students enrolled on undergraduate degrees at the University of Nottingham Ningbo China (UNNC). The Preliminary Year Programme, which represents 120 academic credits, is currently a 50-50 split between modules focusing on specific academic subjects and modules focusing on the development of English Language skills. Successful completion of the Preliminary Year is a pre-requisite for progression to the second year of study. The programme is run by the Centre for English Language Education (CELE).

Applications are invited from suitably qualified teaching professionals able to offer experience and expertise in subject area of Mathematics. Ability to teach Computer Science or Maths for Economics modules at the Foundation level will be an added advantage. Dependent on individual tutors’ aptitude and experience, there is also scope for their involvement in projects such as the design and delivery of summer schools and other bespoke training packages.

**Main Duties and Responsibilities:**

* Teaching up to a maximum of 18 hours per week (to agreed standards from a given syllabus) on foundation Mathematics modules (including online) as required. Flexibility to teach foundation level Computer Science and Maths for Economics modules would also be an advantage.
* To participate in the assessments and to act as invigilator in such examinations as required.
* Pastoral and academic care of students via an established personal tutorial system.
* To contribute to course and curriculum development and design, including course management, where appropriate.
* To take part in and contribute to staff development activities consistent with continuous professional development.
* To support and comply with the University’s teaching quality assurance standards and procedures.
* Administrative duties relating to teaching (assessment, standardisation, lesson preparation, report writing, attendance of regular course and general meetings).
* Effective liaison with the Head of CELE, the CELE Director of Teaching & Learning, other members of the management team, and academic staff.
* To ensure compliance with health and safety requirements in all aspects of work.
* Any other reasonable duties appropriate to the post.

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

**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Bachelors degree in Mathematics or in a subject with a high mathematical content.
* Recognised qualified teacher status as evidenced by an appropriate PGCE (or willingness to complete such a programme) or other professionally accredited qualification.
 | * A recognised postgraduate qualification in Mathematics or relevant field.
* Knowledge of Algorithms and Computer Programming.
* Knowledge of Latex and Matlab/Maple software.
 |
| **Skills/Training** | * Confidence in analysing students’ work and in providing constructive and explicit feedback.
* Ability to work in a team and to teach and assess to agreed criteria.
* Ability to work under pressure and meet administrative/marking deadlines.
* Good oral and written presentation skills, including excellent word-processing skills.
* IT skills essential including ability to deliver teaching and support through VLE such as Moodle
* English as a first language, or equivalent English language competence
 | * Evidence of ongoing professional development within the field (e.g. appropriate professional memberships; attendance at conferences; publications and presentations).
* Experience in using other VLE platforms an advantage (e.g. Microsoft Teams, OneNote, Online Forums etc.)
 |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |  |
| **Experience** | * Experience of full-time teaching in Mathematics.
* Experience of teaching within
* an English-medium secondary/post-secondary environment and in preparing students for Higher Education.
* Familiarity with the UK university system.
 | * Experience of teaching at university Foundation level.
* Experience of teaching students for whom English is not their first language.
* Experience of teaching Computer Science or Maths for Economics at Foundation level.
 |
|  |
|  |
|  |
|  |
| **Personal Attributes** | * Ability to work effectively in a multi-cultural environment.
 |  |

All posts will be based in Ningbo and contracts will be with the University of Nottingham Ningbo China.

Informal enquiries may be addressed to Dr Pragnesh Gajjar, CELE Senior Tutor for Maths and Computer Science: Pragnesh.Gajjar@nottingham.edu.cn

Please note that applications sent directly to this email address will not be accepted.

**Please quote ref. 181176 closing date: 16 May 2020**

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