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

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| **Job Title** | Language Tutor in German |
| **School/Department** | Language Centre |
| **Job Family and Level** | UNNC Scale B Level 3 |
| **Contract Status/**  **Appointment Duration** | This posts is available from February 2021 and will initially be  offered on a fixed-term contract with the University of Nottingham,  Ningbo, China. This is full-time position for one year fixed-term  The contract is subject to renewal upon a satisfactory  performance. |
| **Hours of Work** | Irregular working hours, with 36¼ hours spread over 5 days |
| **Responsible 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 German 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, learning resources and independent language learning strategies, including e-learning and web-based provision, and to the administration of quality assurance procedures. Contact teaching hours will normally up 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 prepare and teach non-credit bearing courses and undertake commercial language instruction activities.
* To convene modules and contribute to the creation of related assessments and administration.
* To participate in extra-curricular or promotional activities of the Language Centre (citizenship).

**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.
* To ensure compliance to all UNNC policies.
* 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** | Degree in a relevant subject;  Language teaching qualification (such as Teaching German as a Second Language or degree in German language teaching). | Postgraduate certificate in Learning and Teaching in Higher Education or equivalent;  Academic postgraduate qualification. |
| **Skills/Training** | An ability to teach German 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 | Experience in use of digital language lab facilities;  Experience in use of virtual learning environments such as Moodle. |
| **Experience** | Experience of language teaching at degree level in an English-speaking institution. 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 curriculum development, assessment design and the collaboration in teaching and learning programmes;  Experience of working in an international and/or multicultural setting;  Experience in teaching at university for 3 years. |
| **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.  Ability to work autonomously.  Good interpersonal skills when dealing with both students and colleagues. |  |

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

**Please quote ref. 181322 Closing date: 25 September 2020**