

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please email the documents requested below to: Dr Ángel Osle, Languages for All Coordinator, at [a.osle@essex.ac.uk](mailto:a.osle@essex.ac.uk).

- a. **An expression of interest** - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
  - b. **A curriculum vitae** - giving full details of your qualifications and experience to date.
- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
  - **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview, should an actual vacancy arise. We also work in partnership with national disability organisation **AccessAble** who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting expressions of interest for this post in this format. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 13 May 2019

**This advertisement does not constitute the potential offer of a contract of employment with the University of Essex, but is seeking expressions of interest in joining a pool of temporary teachers.**



## JOB DESCRIPTION – Job ref REQ02445

<b>Job Title and Grade:</b>	Part-Time Language Teacher Grade 7
<b>Contract:</b>	Fixed-term
<b>Hours:</b>	Variable
<b>Salary:</b>	£30,395 -£33,199 per annum, pro-rata
<b>Department/Section:</b>	Languages for All, Department of Language and Linguistics
<b>Responsible to:</b>	Languages for All Coordinator
<b>Reports on a day to day basis to:</b>	Languages for All Coordinator
<b>Purpose of job:</b>	<p>To teach evening language classes within the Languages for All programme at beginner and/or post-beginner levels as needed.</p> <p>To contribute to the successful administration and delivery of the Languages for All programme.</p>

**Duties of the Post:**

The main duties of the post will include:

1. To work closely with the Language Coordinator/Lead Teacher to carry out teaching of language classes at beginners and/or post-beginners level, which take place mostly in the evenings.
2. To carry out all associated assessment duties for the classes taught, such as collaborating in the making of tests, administering them, conduct speaking tests, marking and giving feedback to students.
3. To assist the Languages for All team in the reviewing the Languages for All courses by providing relevant feedback.
4. To attend relevant meetings and/or workshops as needed.
5. To work as part of a team by collaborating with other teachers, sharing good practice, teaching resources, etc.

Any other duties as may be assigned from time to time by the Languages for All Coordinator

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:  
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

## PERSON SPECIFICATION

<b>JOB TITLE: Part-Time Language Teacher</b>
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**Qualifications/Training**

	<b>Essential</b>	<b>Desirable</b>
▪ A degree or equivalent graduate qualification in a relevant area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Post-graduate qualification in relevant area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A prior teaching qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Competence in relevant language equivalent to a native speaker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in language teaching in the UK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in language teaching in the UK Higher Education Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Successful performance of administrative tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using on-line learning management systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to teach relevant language at beginners and post-beginners levels, providing appropriate cultural background	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to motivate and encourage students in the completion of non-credited language courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work collaboratively in a dynamic team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A willingness to be flexible with regard to timetabling and to teach in the evenings	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Native speaker of the target language	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

March 2019

## ADDITIONAL INFORMATION

### Department of Language and Linguistics/Languages for All

You can find more information about the department at the following link:

<https://www.essex.ac.uk/departments/language-and-linguistics/languages-for-all>

### General information

Informal enquiries may also be made to Dr Ángel Osle, Languages for All Coordinator (telephone: 01206 872085, e-mail: [a.osle@essex.ac.uk](mailto:a.osle@essex.ac.uk)).

### People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

### Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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March 2019