UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lecturer (Teaching and Scholarship) in English for Academic Purposes (EAP), Faculty of Arts, Humanities and Cultures



Salary: Grade 7 (£41,064 - £48,822 p.a. depending on experience)

Reporting to: Michelle Evans, Deputy Director

Reference: AHCLC1247

Location: Chengdu and University of Leeds - Main Campus

We are open to discussing flexible working arrangements.

Lecturer (Teaching and Scholarship) in English for Academic Purposes (EAP)
Language Centre, School of Languages, Cultures and Societies

Overview of the Role

Are you an EAP practitioner with expertise in teaching EAP in TNE and EMI contexts? Are you passionate about delivering an exceptional student experience in a joint-school context? Can you work proactively within a team to create scholarship-informed learning and teaching?

As a Lecturer in EAP, you will develop and deliver engaging teaching within the Southwest Jiaotong University (SWJTU) – University of Leeds Joint School in China and also within the University of Leeds year- round programmes and summer pre-sessional courses at the Language Centre in Leeds. This includes a good variety of teaching on credit-bearing and non-credit bearing courses across the undergraduate degree programme in China as well as teaching students across all levels in Leeds. In this context, part of the EAP teaching is embedded across STEM subjects within the Joint School, with EAP academics collaborating with colleagues in other disciplines to support students in developing their understanding of disciplinary academic discourse and literacy requirements.

One full semester teaching in Southwest Jiatong-Leeds Joint School (Chengdu, China)

The role will include teaching a 60-credit module at foundation level in the common Year 1 for all Engineering degree programmes in the SWJTU- University of Leeds Joint School. You will join a team of 26 lecturers teaching up to 700 students over 2 semesters, with around 300 hours of English teaching tuition. Teaching on campus in China in the Joint School is a mandatory part of the role.

The role may also include teaching on the insessional provision within the Joint School in Chengdu. This includes working with colleagues in Engineering and Physical Sciences to develop and deliver discipline-specific learning materials for students in Years 2-4 of their degree programme.

Leeds Language Centre courses and Summer pre-sessional teaching (Leeds, UK)

The role will also involve teaching on one of the Language Centre's year-round courses and summer pre-sessional courses on the University of Leeds campus.





There are a variety of on-campus and online summer pre-sessional courses available for students at pre-masters, pre-undergraduate or pre-PhD level.

You will have a scholarship or pedagogic research profile which reflects your career stage. With scholarship time a part of every Lecturer in EAP's workload allocation, the LC boasts a large range of projects, with outputs including publications in national and international journals or our own online journal, T*he Language Scholar*. Unique to Leeds is the degree of close working between language teaching professionals across all languages, with ample opportunity to work with colleagues in the wider School of Languages, Cultures and Societies, and access to the resources and ambition of the largest school of languages in the UK.

Main duties and responsibilities

As a Lecturer in EAP (T&S), your main duties will include:

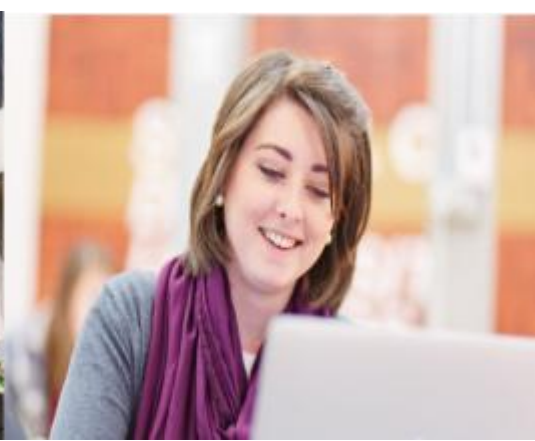
Teaching:

- Undertaking a full teaching load (as measured against UoL and the Joint School norm);
- Involvement in research-led teaching on Joint School and Language Centre provision and taking part in other teaching activities, as appropriate, in accordance with the university's workload agreements;
- Contributing to needs analyses and the design, development and planning of modules and EAP provision within the relevant subject area;
- Involvement in the review of modules and EAP provision and in quality assurance and enhancement;
- Contributing to the development of innovative approaches to learning and teaching;
- Contributing to the support and guidance of students, resolving issues and/or referring to specialist parties, where appropriate;
- Involvement in the assessment of course work and examinations;
- Contributing to school and faculty policy and practice in teaching;
- Working effectively and collegially as part of an international teaching team

Scholarship:

- Supporting and contributing to research activities relating to learning and teaching, disseminating findings across the Language Centre, the Joint School, the University of Leeds and externally;





- Contributing to promoting theoretically informed and innovative approaches to learning and teaching-related activities and across the Language Centre, the Joint School, the University of Leeds and externally;
- Involvement in pedagogic developments and/or produce scholarly/pedagogic publications;

Leadership and Management:

- Contributing to the administrative processes and committee structures of the centre, school, faculty or university;

General:

- Carrying out the duties of the post in accordance with the University of Leeds values of professionalism, inclusiveness, integrity and community supporting the core value of academic excellence;
- Carrying out the duties of the post in accordance with the Language Centre and Joint-School standards, policies and procedures and local faculty/school benchmarks as appropriate;
- Maintaining a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments;
- Undertaking any other duties commensurate with the grade as might reasonably be required.
- These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Further Information about teaching in the Joint-School context

Teaching in the Joint School in China is a mandatory part of the role and will involve you spending up to one semester in Chengdu.

Administrative and contractual support for this role includes assistance with:

- Support with obtaining the appropriate visa (currently an F visa) required for teaching activities in Chengdu, China and reimbursement of associated visa costs;
- Pre-agreed number of flights, economy comfort or premier economy class, up to the equivalent cost a return flight between Leeds and Chengdu;





- Free accommodation in Chengdu in either a hotel or serviced apartment for the duration of your teaching visit;
- A subsistence allowance of £20 per day for the duration of the approved visit, including eligible travel days, paid on a per diem basis with no receipts required. Please note that annual leave or personal travel added to the visit is not eligible for per diem payments.

Qualifications and skills

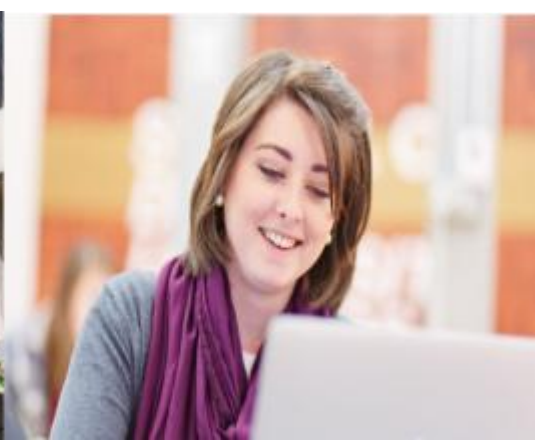
Essential

- A postgraduate degree in a relevant field and a teaching qualification, or an undergraduate degree and a diploma-level teaching qualification (or equivalent). At least one qualification must evidence an understanding of language(s) and how these can be analysed for teaching purposes;
- Substantial recent relevant experience of teaching EAP within Higher Education and the ability to evidence effective language and literacy teaching skills, including a range of delivery techniques and assessment methods for students who are undertaking university level study;
- A record of pedagogical research or Scholarship of Teaching and Learning (SoTL) commensurate with your career stage and a forward-looking plan to engage in SoTL or pedagogical research;
- Excellent command and knowledge of the English language, including a strong awareness of the academic literacies needed at university level, knowledge of ESAP approaches to supporting the development of specific disciplinary discourses;
- A high level of interpersonal and communication skills, including evidence of building strong working relationships within and, as appropriate, beyond your own discipline to contribute to successful student education projects and collaborations, working both individually and in a team;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support; including the ability to undertake administrative responsibilities associated with student education.

Desirable

- Experience of teaching EAP in a transnational and / or English Medium Instruction context





- A PhD or EdD;
- Fellowship or be working towards Fellowship of Advance HE (formerly the HEA) and/ or BALEAP TEAP.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Michelle Evans, Deputy Director
Email: LanguageCentreMASS@leeds.ac.uk

> *Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen, this may be your status under the EU Settlement Scheme.*

Additional information

Working at Leeds
We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our Working at Leeds information page.

Our University
As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Language Centre, we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and





particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates
Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974
This post requires a basic criminal record check from the Disclosure and Barring Service (DBS) and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status and all applicants must declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.



