

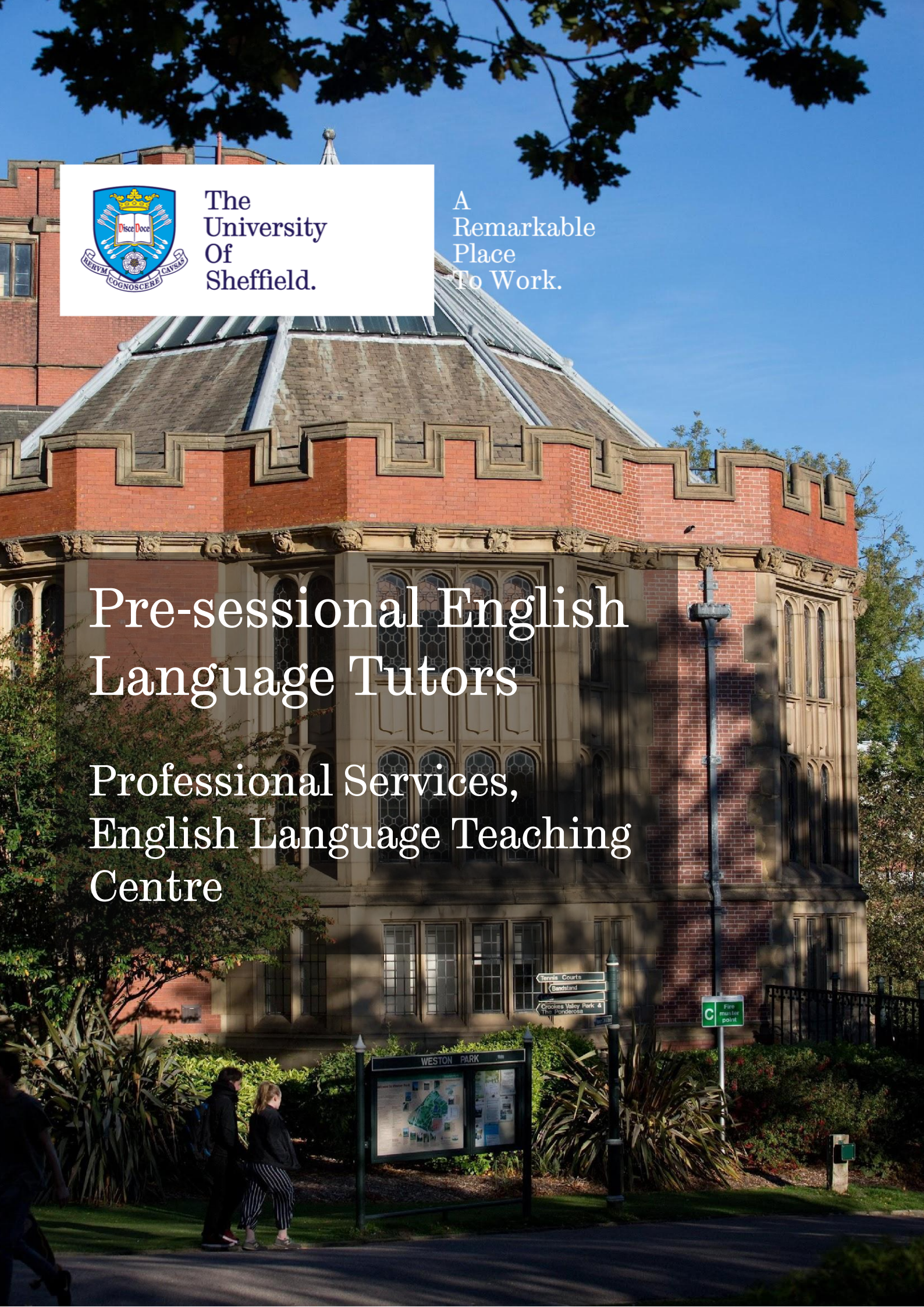


The
University
Of
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A
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Pre-sessional English Language Tutors

Professional Services,
English Language Teaching
Centre



Overview

You will join one of the biggest and best run pre-sessional courses in the UK - our main pre-sessional programmes were commended by BALEAP for their excellent organisation and tutor support.

You will prepare and deliver a range of classes for our [Pre-Sessional International Summer School](#) students going on to take a degree course at the University. Duties include undertaking administrative tasks and language assessment, providing feedback to students and contributing to other activities as required within the ELTC.

We are planning to offer face-face (F2F) and online (OL) programmes. The F2F posts are based in Sheffield; a free accommodation package is available for recruits from outside the area.

For the online posts, teachers will need to be based in the UK. To access lessons & course content for any blended and online provision of the pre-sessional courses you will need:

- a modern laptop or desktop computer in good working order
- a headset (strongly recommended) or headphones and a microphone
- a webcam
- a fast internet connection (10 Mbps minimum); wired internet connection (strongly recommended)

Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

The University of Sheffield is proud to be a Disability Confident Employer, we commit to recruit and retain disabled applicants and support positive action. We encourage disabled people to apply for our jobs and to have the opportunity to demonstrate their skills, talent and abilities at the interview stage. We commit to offer an interview to disabled applicants who meet the minimum criteria for the job. For further information on the Disability Confident Scheme, please follow the [link](#).

| Criteria | | Essential | Desirable |
|----------|---|-----------|-----------|
| 1. | First degree or equivalent | X | |
| 2. | TEFLQ status as recognised by the British Council (e.g. DELTA or equivalent or CELTA + relevant MA) | X | |
| 3. | Appropriate teaching experience | X | |
| 4. | Effective communication skills, both written and verbal, in English | X | |
| 5. | Excellent interpersonal skills, with experience of working with a range of students and peers from a variety of cultural and linguistic backgrounds | X | |
| 6. | Ability to create, develop and adapt appropriate materials | X | |
| 7. | Ability to work effectively within a team | X | |
| 8. | Excellent organisational and ICT skills | X | |
| 9. | Ability to prioritise own workload and work accurately to strict deadlines | X | |
| 10. | Confident and professional manner | X | |

| | | | |
|-----|--|--|---|
| 11. | Higher degree in relevant subject | | X |
| 12. | Experience of teaching English for Academic Purposes (EAP) | | X |
| 13. | Experience of teaching online and/or blended programmes | | X |
| 14. | Teaching experience within a Higher Education environment | | X |
| 15. | Experience in Exams Preparation (Cambridge ESOL and IELTS) | | X |

About the Team

The English Language Teaching Centre (ELTC) is a section of the Academic Services Department and is responsible for the provision of language courses and language support to international students. The ELTC delivers a range of language courses to students who are preparing for university study and English courses for personal/professional development. These courses include teaching at the University's International College (an affiliate of the University of Sheffield).

The summer programmes are the largest part of ELTC's annual operations and a large team is available to support and guide our temporary teachers.

ELTC is accredited by the British Council and its pre-sessional programmes are BALEAR accredited

Job Description

Main Duties and Responsibilities

- Teaching Academic English on the Pre-sessional English programmes
- Planning and preparing lessons, tutorials and appropriate materials
- Correcting and marking students' written work promptly
- Providing feedback to students
- Assisting in assessing students and marking assignments
- Attending assessment standardisation sessions
- Completing all teaching and support related documentation, such as reports, promptly and accurately
- Attending course meetings on a regular basis
- Preparing lessons based on the course book and syllabuses provided
- Preparing supplementary materials for classes, as required, from the extensive resources available in the ELTC
- Liaising with other teachers concerning shared groups of students
- Consulting with the course leaders as needed
- As a member of our professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Sheffield Professional Framework. Please follow this link for further information: [Sheffield Professional Framework](#).
- Any other duties, commensurate with the grade of the post.

Reward Package

Terms and conditions of employment: Will be those for Grade 7 staff.

Salary for this grade: £35,333 - £43,414 per annum pro-rata

Your position on the scale will depend on your qualifications and experience.

Posts are fixed-term and full time. The following programme dates are subject to final confirmation:

PS10 F2F - in Sheffield

(11 weeks inc. orientation)

19-Jun-23 to 01-Sep-23

PS09 ONLINE - any location in the UK

(10 weeks inc. orientation)

12-Jun-23 to 18-Aug-23

PS06 ONLINE – any location in the UK

(7 weeks inc. orientation)

26-Jun-23 to 11-Aug-23

PS06 F2F – in Sheffield

(7 weeks inc. orientation)

10-Jul-23 to 25-Aug-23

As we need our teachers throughout the programme, holidays are paid at the end of the contract. Teaching is Monday-Friday and sessions may be scheduled between 09:00 and 18:00.

Please indicate your preferred course and your earliest and latest availability in your application statement.

This post is full-time:

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. If you wish to explore flexible working opportunities in relation to this post, we encourage you to call or email the departmental contact listed below.

All recruits will be required to complete an eligibility to work check in line with UKVI requirements. This check usually needs to be completed in person (including for teachers who are working online).

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.



The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.



We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.

Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

If you have an interest in this area, the university will strive to passionately support you in these commitments. Check out www.sheffield.ac.uk/sustainability for more information.

The University of Sheffield recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

Inclusion at Sheffield is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.



We are proud of our award-winning equality, diversity and inclusion action, and we continue to work to create a fully inclusive environment where everyone can flourish.

To find out more about the benefits of working at the University, visit www.sheffield.ac.uk/jobs/benefits

Selection – Next Steps

Closing date: For details of the closing date please view this post on our web pages at www.sheffield.ac.uk/jobs

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviewing will commence from mid January and will continue until all posts are filled. Full details will be provided to invited candidates.

For more information on our application and recruitment processes visit www.sheffield.ac.uk/jobs/application-tips

Informal enquiries

For informal enquiries about this job and the recruiting department, contact: eltc.teach@sheffield.ac.uk

For administration queries and details on the application process, contact the lead recruiter: Sara Narayan on s.l.narayan@sheffield.ac.uk or on 0114 222 1798.

For all online application system queries and support, visit: www.sheffield.ac.uk/jobs/faqs

Criminal records check

Please note that due to the nature of this post, the appointee may be required to obtain a satisfactory Criminal Records Check (DBS).

To comply with British Council Accreditation requirements, however, the following will apply:

- references will be followed up
- all gaps in CVs must be explained satisfactorily
- proof of identity and qualifications will be required
- reference requests will ask specifically whether there is any reason that they should not be employed in situations where they have responsibility for, or substantial access to persons under 18

Creating a remarkable place to work

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.