

CORE JOB DESCRIPTION

Job Title:	Language Tutor
Grade:	Grade 6
School:	Media, Arts & Humanities
Location:	Arts A
Responsible to:	Director, SCLS (Deputy Director on a day-to-day basis)
Direct reports:	n/a
Key contacts:	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to Masters level, or other equivalent qualification, or appropriate level of experience.
2. A relevant recognised teaching qualification.
3. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work effectively as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Significant language teaching experience.
2. Recent experience in the formative and summative assessment of language skills.
3. Ability to communicate new and complex information effectively to students.
4. Ability to direct students to relevant university support services as required.
5. Awareness of and respect for diversity in the workplace.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching at undergraduate level.
3. Membership of professional body, if appropriate.
4. Emerging record of developing an education portfolio.