Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Coordinating Language Teacher (EAP)

Department: Language Centre   **Accountable to:** Language Coordinator (EAP)

Competency	Criteria	E/D
Teaching and Training	Experience of teaching EAP to international students within a Higher Education (HE) environment	E
	Examples of working on a wide range of courses with relevance to language teaching	E
	Experience of teaching on in-sessional courses	D
	Experience of working in the HE sector in the UK	D
	Experience of language testing and assessment	E
	Experience of developing language tests and assessments	D
	Experience of using VLEs and developing materials for e-learning	E
Communication	Excellent oral and written skills	E
	Ability to develop subject specific EAP material for a range of programmes and levels	E
Teamwork and Motivation	Ability to demonstrate team-building skills	E
Liaison and Networking	Previous experience of working as part of a team within a higher education language centre / institute / department	E
Planning and Organising Resources	Proven track record in teaching and creating innovative material suitable for advanced level EAP students in an HE environment	E
	Experience of course and syllabus design	D
Service Delivery	Excellent organisational skills and strong attention to detail	E
Pastoral Care and Welfare	Ability to anticipate and deal with potentially stressful situations for staff and students; referring them to the appropriate channel of support	E
Knowledge and Experience	A Bachelor's Degree or international equivalent, preferably within the Social Sciences	E
	A recognised teaching diploma or PGCE	E

	A Master's degree or international equivalent in Education, Linguistics or a Social Science	D
	Knowledge and understanding of the HE sector in the UK	E
	Knowledge and understanding of the BALEAP (TEAP) competencies https://www.baleap.org/wp-content/uploads/2016/04/teap-competency-framework.pdf	D

E – Essential: Requirements without which the job could not be done.
D – Desirable: Requirements that would enable the candidate to perform the job well.