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

Competency	Criteria	E/D
Knowledge and Experience	A Bachelor' s Degree (or international equivalent)	E
	A Master's Degree or Postgraduate studies	D
	A recognised certificate/diploma in teaching modern languages or similar experience	E
	IT office skills including Word, Power Point, Excel, etc.	E
	Proven track record of using a Virtual Learning Environment (VLE) and developing materials for e-learning (online and on campus)	E
	Proven track record of teaching Spanish within the UK Higher Education system	E
	Proven track record in teaching international students	E
	Proven track record in teaching remotely, including online and blended courses.	E
	Knowledge and understanding of historical and current issues in Spanish speaking countries and communities	E
	Studies in Social Sciences, Politics or Economics	D
Communication	Excellent oral and written skills	E
	Ability to deliver a range of levels	E
Teamwork and Motivation	Experience of working as part of a team within a UK Higher Education environment	E

Initiative and Problem Solving	Experience of solving day-to-day problems within a UK Higher Education environment	E
Pastoral Care and Welfare	Experience of dealing with potentially stressful situations for staff and students	E
Teaching and Training	Proven track record of teaching Spanish as a foreign language (ELE) from beginners to advanced levels in a variety of courses including at Degree Level	E
	Proven track record in designing and developing ELE materials and resources for a range of levels	E
	Knowledge and understanding of the latest developments within modern language teaching and learning	E
	Experience in creating and developing ELE programmes for a range of levels	D
	Experience of teaching Spanish for specific purposes.	D
Investigation, analysis and research	Experience of undertaking applied research in an area with relevance to modern languages.	D
	Experience of working on applied projects in an area with relevance to modern languages.	D
Planning and Organising	Excellent organisational skills and strong attention to detail.	E

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