

Job specification

Job description

Job title	Language Centre Teacher (FTC)	Vacancy no.	
Department	Language Centre (MSRA)		
Reporting to	Language Centre Manager	Direct reports	N/A
Grade	6		

About the department

The Language Centre is the enterprise branch of SOAS language provision. It provides a wide range of extra-curricular language classes to the general public, which run over the three terms of the academic year and also during the summer holiday.

SOAS Language Centre offers quality teaching in a wide range of languages to SOAS students and the general public through its extensive extramural programme and offers bespoke language training for diverse organisations. Its proven expertise lies in making the learning of languages practically useful, highly enjoyable and accessible to everyone.

The Centre is expanding its portfolio of courses and student numbers are expected to rise over the coming years. The post of Language Centre Teacher is key to supporting this expansion and the post-holder will have the opportunity to contribute to the academic strategies that will help ensure the continuing success of the Centre.

Purpose of the role

To provide high quality teaching on campus and occasionally online to non-degree, daytime and evening, language courses, including assessment of students, if appropriate.

Key responsibilities

- To undertake high quality teaching of language classes to an agreed number of hours of classroom contact per term, agreed in the light of other responsibilities, and to a maximum of 18 hours per week.
- To develop and deliver high quality teaching materials within the agreed language course(s).
- To contribute to the effective management and promotion of equality and diversity including using teaching materials that are relevant to a diverse student group.
- To contribute to the Language Centre's digital inclusion approach by utilizing digital technologies to support teaching and learning inside and outside the classroom.
- To use Moodle to complement and enhance students' learning experience by providing access to online resources.
- To incorporate blended learning to facilitate a simultaneous independent and collaborative students' learning experience when teaching online.

- To mark homework efficiently (collection, feedback and handing back on a weekly basis), coursework and tests on the contracted course(s) according to the approved rubric/regulations, contributing to the development of examination/assessment questions as required.
- To attend relevant (usually internal and occasionally external) meetings, staff development sessions and mandatory training.
- To provide pedagogic advice to students as required and advise on possible progression routes.
- To continue to develop professionally and to widen pedagogical expertise in support of teaching.
- To keep up-to-date course records and monitor student attendance and absence in line with the Language Centre procedures.
- To ensure students complete and return the feedback to the Language Centre after each course.
- As occasionally required, to write references for students and potential employers with input from other teachers on the course if appropriate.
- To collaborate with colleagues and departmental staff, particularly the Language Specialists who lead the teaching teams.
- To undertake any other reasonable teaching-related or administrative duties which are commensurate with the grade of the post as may be required by the Head of the Language Section or the Head of the Language Centre.
- To support the Language Specialist and the Language Centre in general in promotional and marketing activities.

Time spent completing these duties should not exceed contracted hours (e.g. multiplied hours, and plain time hours including any plain time awarded for additional office hours).

Person specification

Training and qualifications

Essential

- Educated to GCSE level including Maths and English at grade C or above, or equivalent

Skills and Abilities

- Good attention to detail with the ability to work with a high level of accuracy in English and enter data accurately and maintain database records.
- Ability to work under pressure in an organised and methodical manner, prioritising a heavy workload and meeting deadlines.
- Ability to solve problems; work independently and on own initiative.
- Possess a good level of literacy and numeracy.
- Ability to work effectively as part of a diverse team.
- Deal with a wide variety of people in a tactful, sensitive or assertive manner, as appropriate.
- Ability to communicate, verbally and in writing, clearly and sensitively to a wide range of people both internally and externally.
- Ability to form good working relationships and support colleagues and managers.
- Ability to effectively deal with client questions, complaints and feedback.
- Ability to listen and assess a student's or a teacher's requirements.

Knowledge and experience

Essential

- Academic expertise in the language related to the contracted course(s).
- Experience of providing pedagogic advice relating to the contracted course(s) as required, referring to others (Language Specialist, Head of Languages) when extra help is needed.

Desirable

- Teaching experience in a Higher Education environment, preferably a University.
- Experience of teaching mixed ability groups of adult language learners or equivalent
- Experience of working within Higher Education, in particular student recruitment and registration.