



University of  
**Sheffield**

A Remarkable  
Place to Work

# English Language Tutors – University English

Professional Services,  
English Language Teaching  
Centre

## Overview

You will prepare and deliver a range of classes for our University English (UE) course. The UE course is designed for those who want generally to improve their English for personal and professional development in an academic environment. The course is roll-on/roll-off with students staying for a minimum of 2 weeks. It runs separately from our large pre-sessional programme. Duties also include administrative tasks, language testing, providing feedback to students and contributing to other activities as required within the ELTC.

During the Summer University English teaching is scheduled between 09:00 and 16:00.

## 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.

Criteria		Essential	Desirable
1.	Undergraduate degree or equivalent	X	
2.	TEFLQ status as recognised by the British Council (e.g. DELTA or equivalent) OR CELTA with relevant MA, OR relevant PGCE)	X	
3.	Demonstrable excellent experience and skills relevant for the teaching role.	X	
4.	Confident and professional manner with excellent communication skills 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 use and adapt learning materials and approaches relevant to the cohort needs	X	
7.	Excellent organisational skills and ICT skills (e.g. MS Office, internet and email)	X	
8.	Ability to prioritise own workload and work accurately to strict deadlines and the capacity to work effectively and professional within diverse teams	X	
9.	Experience in Exams Preparation (e.g. Cambridge ESOL and IELTS)		X

## About the Team

The English Language Teaching Centre (ELTC) is a department within Student and Academic Services 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 for the teaching of English](#)

## Job Description

### Main Duties and Responsibilities

- Teaching English on the University English (UE) course
- 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 written assignments
- Completing all teaching and support related documentation, such as reports, promptly and accurately
- Attending course meetings.
- 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 staff you will be encouraged to make ethical decisions in your role, embedding the University sustainability strategy into your working activities wherever possible.
- 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:** £37,099 to £38,205 per annum pro-rata

**Posts are fixed-term and full time (but part-time may be possible)**

There are a range of work dates and patterns within the 10 weeks of the University English programme with the dates from Monday 24 June 2024 and Friday 30 August 2024. All patterns will include a period of paid induction. As we need our teachers throughout the programme, holidays are paid at the end of the contract.

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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.



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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](http://www.sheffield.ac.uk/sustainability) for more information.

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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.

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

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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.

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To find out more about the benefits of working at the University, visit [www.sheffield.ac.uk/jobs/benefits](http://www.sheffield.ac.uk/jobs/benefits)

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## 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](http://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 February 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](http://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](mailto: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](mailto: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](http://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 have a global reputation for impactful research, excellent teaching and learning. 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.