



Foreign Language Programme Coordinator  
and Language Tutor

*Faculty of Arts & Sciences*

*EHT1048B-0922*

Grade 8. Points 31-35.

Salary for this grade: £36,386 - £40,931 per annum

Contract: Fixed Term until 30/06/2023

Hours: Full Time (37 hours per week)

## About the Faculty

The Language Centre is a department in the Faculty of Arts and Sciences. The mission of the Language Centre at Edge Hill is to support language learning across the University. It offers an MA TESOL, an International Foundation Programme, a Pre-sessional Programme, English language development and bespoke English courses as well as academic literacy and language support for students studying on and off campus. It also offers academic credit-rated modules in other languages such as French, Spanish, Italian, Arabic, German and Mandarin and non-credit bearing evening classes open to students, staff and members of the public.

## About the Role

The Foreign Language Coordinator & Language Tutor will coordinate the range of foreign languages offered at the Edge Hill University (EHU) Language Centre. The post-holder will teach on the suite of foreign languages depending on the post-holder's area(s) of expertise. The post-holder will be expected to make a significant contribution to the core mission of the Language Centre and to internationalizing the student experience for all. The post-holder will work alongside the EHU Language Centre Director to seek out opportunities to grow the number of foreign languages offered and enhance the student experience of those learning a foreign language at EHU.

## About You

You will be an enthusiastic and friendly professional with excellent communication and interpersonal skills coupled with a commitment to providing an excellent student experience.

To be successful you will further enrich our student's experience through your expertise and subject knowledge as evidenced through your qualifications and extensive experience of professional practice. In return, you will join a forward thinking and dynamic team that pushes the boundaries of curriculum development within the Language Centre.



## Reward & Benefits

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching day all to support your professional development.

This is just a taste of what we are able to offer you at Edge Hill University.

## About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.



Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

## Duties and Responsibilities

The duties and responsibilities of this post are as follows. The post-holder will be expected to carry out the following as and when required.

### Corporate Responsibilities

The post-holder will:

- a) *Participate in Edge Hill University's decision-making process*
- b) *Contribute to and serve as appropriate on internal committees, working and advisory groups*
- c) *Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy*
- d) *Encourage and promote the generation of income including the provision of research and consultancy*
- e) *Promote and implement the University's equal opportunities policies*

## **Specific duties and responsibilities**

The post-holder will be expected as and when required to:

- 1) To act as module leader on all language modules and perform all duties related to this title
- 2) To plan and deliver engaging foreign language lessons across the portfolio of foreign language offerings, based on the post holder's language(s) of expertise
- 3) To co-ordinate and manage all aspects of the EHU foreign language provision including but not limited to:
  - a) the recruitment, induction and mentorship of new foreign language associate tutors
  - b) the deployment of tutors across the provision and the timetabling of modules
  - c) the management of the varying language levels of incoming language students and the subsequent placement of students into appropriate language level groups
  - d) the management of the VLE including the production of reading lists
  - e) the creation of module handbooks and assessment criteria
  - f) the organisation and management of FL staff meetings
  - g) the co-ordination of all matters related to assessment
  - h) the liaison with departments over the performance and engagement of student on credit-bearing language modules
- 4) To mentor and support students learning a language
- 5) To organise and lead the FL student induction
- 6) Actively seek opportunities to grow existing foreign language student numbers as well as adding to the suite of foreign languages offered at the Language Centre.
- 7) To coordinate events and student enhancement activities for those learning a language
- 8) To represent the Language Centre at Open Days and Applicant Visitor Days, promoting all language learning opportunities
- 9) To manage the web pages for the FL provision, ensuring these are in-line with competitor offerings
- 10) To contribute to quality assurance processes such as AMR, Spring Planning and produce reports such as Low Pass Rate Module reports and External Examiner Report response.

**In addition to the above duties all staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers



## Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I) & Presentation (P).*

		Essential	Desirable	Method of Assessment (A,S,I,P)
<b>Qualifications</b>				
1.	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	*		A
2.	A postgraduate degree or professional qualification in a relevant related discipline and/or a teaching qualification such as the PGCE.		*	A
<b>Knowledge &amp; Skills</b>				
3.	Demonstrable experience of teaching foreign languages in a HE context.	*		S/I
4.	Subject knowledge in more than one language with a high degree of fluency and accuracy.	*		S/I

		Essential	Desirable	Method of Assessment (A,S,I,P)
5.	Experience of foreign language curriculum and materials development.	*		S/I
6.	Familiarity with the main professional bodies and associations related to language learning (e.g. BALEAP/AULC/British Council).		*	I
<b>Skills</b>				
7.	Excellent communication & interpersonal skills demonstrating a collegial and respectful manner to all staff and students.	*		S/I
8.	Ability to organize and support a team of associate foreign language tutors.	*		S/I
9.	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment.	*		S/I
10.	Established digital literacy skills used to support teaching, learning and assessment.	*		S/I
11.	Ability to plan and organize administrative matters related to the foreign language modules at the Language Centre.	*		S/I
12.	Ability to reflect on own skills and knowledge, and to seek opportunities to develop.	*		S/I
13.	Ability to support the general development of the Centre, the Faculty and the University.	*		S/I
14.	Ability to innovate and to apply creative approaches to language learning at EHU.	*		S/I
15.	An entrepreneurial approach to grow the number of students taking a foreign language and adding to the number of foreign languages provided at the Language Centre.	*		S/I



## Candidate Guidance

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. 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. We try our best to inform all applicants within two working weeks following the closing date.

*Application > Shortlisting > Interview > Outcome*

For informal enquiries about this vacancy, you may wish to contact: Lucy McClennan, Foreign Language Programme Coordinator and Language Tutor at [mcnally@edgehill.ac.uk](mailto:mcnally@edgehill.ac.uk).

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*