



Foreign Language Programme Coordinator & Language Tutor

Reference:	EHT1048-0624
Salary:	Grade 8 Lecturer. Points 31 – 35. <ul style="list-style-type: none"> Salary for this grade: £38,205 - £42,978 per annum
Contract Type:	Fixed Term from 23/09/2024 – 28/03/2025 (Maternity Cover)
Hours	Full Time (37 Hours)



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, teaching on the suite of foreign languages. You will be expected to make a significant contribution to the core mission of the Language Centre and to internationalizing the student experience for all.

You will work alongside the EHU Language Centre Director to seek out opportunities to enhance the student experience by providing additional opportunities for students to practise and use the language outside of the classroom, thereby enhancing the overall provision.

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

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.





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 (Times 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 re-awarded 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.





Foreign Language Programme Coordinator & Language Tutor (Grade 8)

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.

Teaching, Learning & Scholarship

1. Contribute to the curriculum development of the Subject/Department academic programmes and wider Faculty where appropriate, producing high quality, innovative teaching and learning material, informed by research and professional practice (where appropriate) to support and develop student learning, engagement, and application in practice (where appropriate) at undergraduate and post graduate level.
2. Enhance the quality of education and provision by ensuring that you maintain high standards of learning and teaching.
3. Use teaching and learning strategies, which encourage student involvement and advance their independent learning, adapting delivery to suit learners' needs.
4. Engage in subject professional and pedagogy research and/or scholarship as required to support teaching activities.
5. Contribute effectively to the design, planning and administration of the curriculum including preparation of your own teaching and learning materials and course documentation.
6. Contribute effectively to curriculum delivery, at the modular level, taking lead responsibility, where appropriate, within undergraduate and/or postgraduate levels.

Student Support

1. Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy).





2. Provide effective support to individual students and groups of students in accordance with Edge Hill University's procedures, referring students to further support services as appropriate.
3. Promote the work of the University and participate in the recruitment, selection and induction of students.
4. Undertake, as and when required, and in accordance with Edge Hill procedures, personal tutor responsibilities (academic and pastoral);
5. Support learning in practice, including placement/mentor preparation and practice audits (where appropriate).

Leadership, Service & Externality

1. Be an active member of relevant Departmental/Faculty/Institutional committees and contribute to partnership working with external colleagues and service users (where appropriate);
2. Contribute to faculty business, project management and/or enterprise.
3. Assist in student recruitment activities including Open Days, interviews, or auditions.
4. Engage in appropriate training programmes provided by the University such as preparation for VASP membership.
5. Establish networks (professional and academic) to maintain currency and personal development.
6. Carry out any other duties as reasonably requested by Head of Department. Generally, these will be relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities.

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.



**Foreign Language Programme Coordinator & Language Tutor
(Grade 8)
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), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
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 PGCTHE.	*		A
Knowledge & Skills				
3.	Relevant knowledge of Higher Education curricula and demonstrable experience of teaching foreign languages in a HE context.	*		S/I
4.	Subject knowledge in more than one language (offered by the Centre) with a high degree of proficiency.	*		S
5.	Experience of foreign language curriculum and materials development.	*		S/I
6.	Excellent, effective and adaptive teaching skills underpinned by sound pedagogical principles	*		S/I
7.	Evidence of ability to work in a team and the emotional intelligence to support students in their studies through academic tutoring	*		I
8.	Excellent communication and interpersonal skills demonstrating a collegial and respectful manner to all staff and students and external stakeholders.	*		S/I





		Essential	Desirable	Method of assessment (A/S/I/T/P)
Experience				
9.	Ability to support the diverse academic and personal needs of individual students	*		S/I
10.	Ability to organize and coordinate a team of Language Tutors	*		S/I
11.	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*		S/I
12.	Established digital literacy skills to support teaching, learning and assessment	*		S/I
13.	Ability to organize all teaching-related administrative matters related to the language modules and evening courses	*		S/I
14.	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*		S/I
15.	Ability to support the general development and growth of the Centre, the Faculty and the University.	*		S/I
16.	Ability to innovate and to apply creative approaches to language learning at EHU.	*		S/I
17.	An entrepreneurial approach to grow the number of students learning a language.	*		S/I
18.	Ability to work on one's own initiative, to reflect on one's own skills and knowledge, and to seek opportunities to develop	*		S/I
Competencies & Personal Attributes				
19.	Enthusiasm	*		I
20.	Commitment	*		I
21.	Team Working	*		I
22.	Good interpersonal skills	*		I
23.	Flexibility and adaptability	*		I



In addition to the above all Edge Hill University 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 learning and development activities 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

Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

How to Apply

When you are ready to start the formal application process, please visit our 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 & Language Tutor at lucy.mcclennan@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.

