

Job Description

Post/Job Title:	Senior Language Learning Tutor
Ref:	ASE266 / POSN106213
Location:	The Sir Michael Cobham Library, Talbot Campus
Faculty/Professional Service:	Academic Services
Department/Section:	Library and Learning Support
Normal hours per week:	1 FTE (Some flexibility will be required to ensure that key time scales and deadlines are met)
Grade:	6
Responsible to:	Academic Skills Hub Manager

If this role comes has contact with apprentices, the postholder must be familiar with our [Safeguarding Policy](#) and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.

Job Purpose

This position offers an exciting opportunity to contribute to the development of Bournemouth University's (BU) language learning provision as part of the wider academic skills offer.

This role aims to improve the continuation rates and success of students, including international students, those for whom English is not their first language, and students progressing from the Bournemouth University International College. The specialist tuition delivered will enable students to develop their English language skills, enhance their use of Academic English and understanding of academic expectations of studying in the UK. This post supports staff and students at all levels across all faculties.

The successful candidate will:

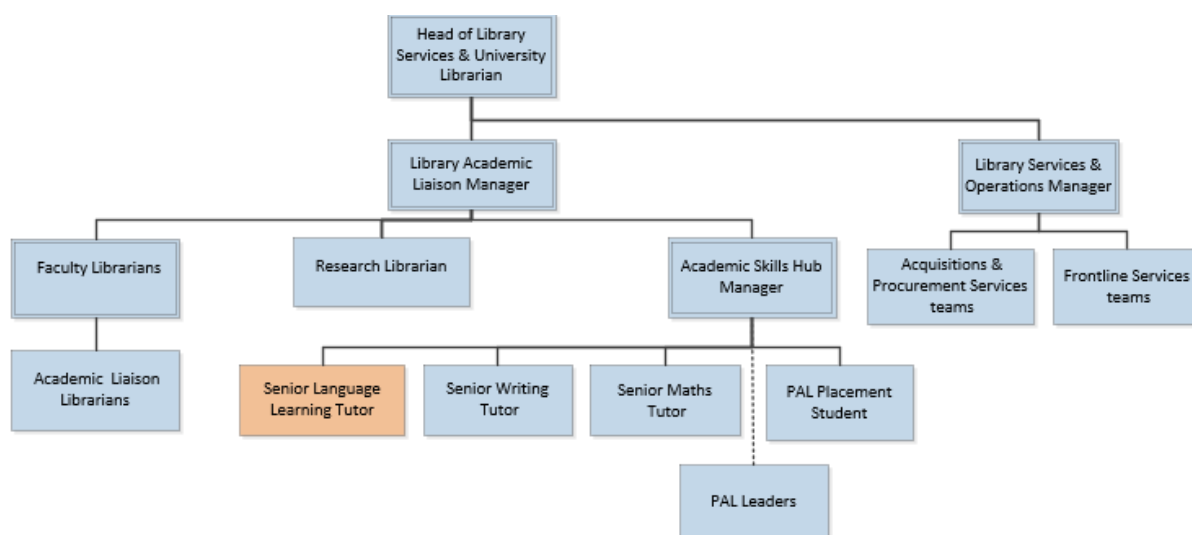
1. Manage, develop, coordinate/plan and deliver a series of interventions (e.g., lectures, workshops, one-to-one sessions) to students from across the university.
2. Conduct research, coordinate, and collect evaluation data to determine the impact of the interventions.

Main Responsibilities

1. Undertake and manage the coordination of activities including leading meetings and committees as appropriate.
2. Develop, coordinate and deliver English language and English for Academic Practice interventions in a variety of ways (lectures, workshops, one-to-one).
3. Provide expertise in teaching, materials development, and formative assessments.
4. Contribute to the delivery of academic skills.

5. Provide formative feedback to learners.
6. Promote language learning support and resources to the BU community.
7. Advise on the development and delivery of language learning to support faculties.
8. Deliver research objectives of proposed work within agreed timeframes and ensure the achievement of required outputs and reports.
9. Coordinate the development and maintenance of English language and modern language learning resources on the virtual learning environment (VLE) and other digital platforms.
10. Maintain up to date records of student attendance and progression.
11. Manage and undertake impact data collection and contribute to the analysis of the data collected.
12. Develop best practice guidelines for the design and delivery of English language and modern language learning interventions.
13. Work collaboratively with team members.
14. Any other duties as may reasonably be required by the Library Academic Liaison Manager or Head of Library Services & University Librarian.

Organisation Chart



Challenges

The post holder will be required to meet the challenges of enthusing students in English language and modern language learning and contributing to the coordination and collection of data.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

For an informal discussion please contact Academic Skills Hub Manager, Trevor Herndon (therndon@bournemouth.ac.uk)

July 2024

Person Specification

Post / Job Title: Senior Language Learning Tutor Post No: POSN106213 Faculty / Service: Academic Services Date: July 2024	
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Postgraduate qualification and/or teaching qualification in English as a foreign language, English for Academic Practice or equivalent	E
Graduate in modern languages or equivalent	D
Experience in teaching English as a foreign language in an FE or HE environment	E
Experience in developing teaching materials	E
Experience in teaching academic skills / study skills	D
Experience in assessment design and marking of students' academic work	E
Experience of collecting and analysing evaluation data	E
Experience of coordinating English language and/or English for Academic Practice teaching activities	D
Experience of utilising a Virtual Learning Environment (VLE)	D
Experience of using Microsoft Teams or Zoom for online or hybrid teaching	D
Familiar with current developments in research with the ability to identify appropriate research options/methods	D
Skills	
Excellent written and oral communication skills	E
Competence in teaching and administrative IT skills (Word, Excel, PowerPoint, e-mail, MS Teams, Zoom, etc.)	E
Excellent interpersonal and organisational skills	E
Competence in using a VLE/ eLearning resources	D
Ability to lead and work well, both as a team member and on own initiative	E
Ability to communicate well at all levels within the team	E
Attributes	
Flexible and adaptable with strong team working skills	E
Ability to prioritise and work to deadlines	E
Self-motivated	E