



**Required to start January 2018**

## **EVENING LANGUAGE TUTORS (fixed term for the duration of course)**

We are seeking to appoint Evening Language Tutors to join our team of adult language tutors for the 2017/18 academic year. The department offers a range of non-accredited Arabic, Chinese, French, German, Italian, Japanese, Polish, Portuguese, Russian and Spanish courses, ranging from holiday courses through to advanced level. **We wish to appoint tutors of Arabic and Swedish** who have the ability to build on our existing high reputation.

The evening courses run from 6.30pm to 8.30pm. There is a possibility of teaching between one and four evenings per week depending on the language and student numbers

The successful applicant will be offered a fixed term contract for the duration of the course. The current salary is £23.34 per hour. The hourly rate includes the administrative part of the job, such as schemes of work, lesson preparation, keeping records and assessment.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **Adult Language Provision**

The Head of Faculty is responsible for leading the Adult Language provision, with support from the full time Evening Language Courses Manager. The Manager oversees the operational running of the provision, including enrolments and on-course administration and ensures that satisfaction surveys are carried out. The Manager also has responsibility for liaising with students and tutors and ensures the day to day running of the provision.

There is a language laboratory which uses Sanako software which is used by the adult language students. All classrooms are equipped with Smartboard interactive whiteboards with speakers.

## HOW TO APPLY

For details of how to submit your application, please visit our website  
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A completed equality & diversity recruitment monitoring form**
- **A detailed statement outlining how you meet each of the criteria in the person specification above.**

**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**

**Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.**

**The deadline for receipt of applications is 9am Tuesday 2 January 2018**

**Interviews will take place week commencing 8 January 2018**

**Proposed start date 18 January 2018**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

## **PERSON SPECIFICATION**

We are looking for someone who can demonstrate the following skills and experience:

### **Essential Criteria**

#### **Qualifications**

1. Possession of a teaching qualification, ideally in languages

#### **Knowledge**

2. Non-native speakers must have had several years exposure to the language and related culture

#### **Experience**

3. Experience of teaching languages (ideally to adult learners in the language you are applying to teach)
4. Experience of working effectively with mixed ability groups
5. Experience of using relevant methods of delivery and assessment and an ability to promote effective learning
6. Experience of managing the learning process in response to individual needs
7. Experience of working independently with a minimum amount of supervision

#### **Skills**

##### **Teaching:**

8. Possession of a range of interpersonal skills (eg tact, sensitivity, ability to listen, to be assertive at times) that are required to work productively with adult learners
9. Possession of IT skills (eg Word, PowerPoint, Internet) that can be used to enhance learning
10. Ability to create lesson plans showing use of different resources and teaching methods (this will be tested at interview)

#### **Professional qualities**

11. An understanding of and commitment to the BHASVIC mission, statement of values and Staff Code of Conduct, Equality and Diversity Policy and Race Equality Policy (see our website: <http://www.bhasvic.ac.uk/home/working-for-us/current-vacancies.aspx>).
12. An understanding of Safeguarding and a commitment to create a safe learning environment

#### **Desirable criteria**

13. Updated skills if teaching qualification gained over 10 years ago
14. Qualified at degree level (Ideally in languages)
15. More than 1 years teaching experience
16. Taught a course of a similar level

November 2017

# BHASVIC

## JOB DESCRIPTION

**Post title:** Evening Language Tutor

**Responsible to:** Evening Language Courses Manager

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### **Main duties:**

1. Undertake an agreed teaching commitment in a language
2. Create appropriate teaching materials and schemes of work
3. Ensure students receive appropriate assessment and advice on progress
4. Maintain records as directed by the Evening Language Courses Manager
5. Where appropriate, attend meetings with the Evening Language Courses Manager in relation to the above

November 2017