

PERSON SPECIFICATION
EAP Programme Tutors
Vacancy Ref: A2190

Criterion	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
Completed a teaching qualification	Desirable	Application Form
Completed a relevant Masters degree or equivalent	Desirable	Application Form
Experience of teaching academic language or study skills to speakers of other languages	Desirable	Application Form
Experience of teaching in a higher-education context	Desirable	Application Form
Ability to communicate complex concepts using appropriate language	Essential	Supporting Statements/ Interview
Ability to adapt quickly to new working processes, including software/digital platforms	Essential	Supporting Statements
Ability to keep paper-based and digital student records and course materials organised and up-to-date	Essential	Supporting Statements
Ability to effectively manage a classroom and plan lessons	Desirable	Supporting Statements
Ability to work under pressure	Desirable	Interview
Ability to provide constructive and appropriate feedback to students in a timely fashion	Essential	Interview
A collaborative team worker that seeks to foster a positive working environment	Essential	Interview
Ability to inspire students with enthusiasm for the course	Desirable	Interview
Willing to try to build a rapport with students and colleagues both in the workplace and by attending occasional extra-curricular social events	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.