

PERSON SPECIFICATION
EAP Programme Tutors
Vacancy Ref: N2356

Criterion	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
Qualifications and training		
Has completed a teaching qualification	Desirable	Application Form
Has completed a relevant masters degree or equivalent	Essential	Application Form
Has experience of teaching academic language or study skills to speakers of other languages	Desirable	Application Form
Has experience of teaching in a higher-education context	Desirable	Application Form
Specific skills, experience and knowledge		
Can communicate complex concepts using appropriate language	Essential	Supporting Statements/ Interview
Is able to adapt quickly to new working processes including software/digital platforms, e.g. giving feedback on students' assignments, recording attendance, accessing and adapting materials, etc.	Essential	Supporting Statements
Can keep paper-based and digital student records and course materials organised and up-to-date	Essential	Supporting Statements
Is able to effectively manage a classroom and plan lessons	Desirable	Supporting Statements
Is able to work under pressure	Desirable	Interview
Can give constructive and appropriate feedback to students in a timely fashion	Essential	Interview
Attributes		
Is a collaborative team worker and seeks to foster a positive working environment	Essential	Interview
Has ability to inspire students with enthusiasm for the course	Desirable	Interview
Ability to meet job circumstances		
Is 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 brief statement (2-3 bullet points), giving examples from previous experience 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.