

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Language Tutor in French

**Department:** Department of Languages, Literature and Culture

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Qualifications and Training</b>			
A first degree or equivalent qualification	X		Application Form
A teaching qualification	X		Application Form
A Master's degree in a relevant applied field		X	Application Form
Experience of teaching in higher education		X	Application Form
Membership of relevant professional networks		X	Application Form
<b>Specific Skills, Experience and Knowledge</b>			
A native or near-native speaker of the language to be taught	X		Interview and Application Form
Ability to create and develop appropriate course materials	X		Interview and Application Form
Effective communication skills in English, both written and verbal	X		Interview and Application Form
Confident use of MS Office, internet and email	X		Interview and Application Form
Experience of and commitment to using digitally based, VLE and multimedia materials in language teaching and learning	X		Interview and Application Form
Excellent organisational skills, including punctuality	X		Interview and Application Form
Ability to prioritise own workload and work accurately to strict deadlines	X		Interview and Application Form
<b>Personal and Interpersonal Qualities</b>			
Excellent interpersonal skills, with experience of working with a range of students from a variety of cultural and linguistic backgrounds	X		Interview and Application Form
A confident and professional manner	X		Interview and Application Form
Ability to work effectively within a team	X		Interview and Application Form
<b>Capacity for Career Development</b>			
Attend professional development events		X	Interview and Application Form
Develop and maintain an awareness of current research and developments in language teaching	X		Interview and Application Form
<b>Physical Requirements</b>			
Ability to undertake the duties associated with the role.	X		Interview
<b>Circumstances</b>			
Able to work outside normal hours on occasions	X		Interview