



JOB DESCRIPTION

Job Title:	Languages for All tutor (Mandarin)
Department /Faculty:	Languages, Literatures and Cultures
Grade:	RHUL 7
Hours:	Four hours a week during term time in terms 1 and 2
Reporting to:	Professor Sarah Wright
Responsible for:	Planning and delivery of Mandarin teaching under the Languages for All programme

Job Purpose

The LfA Tutor will be responsible for the planning and delivery of the course syllabus in Mandarin whilst facilitating the LfA students' active learning experience.

Key responsibilities and outcomes: (most frequent duties first)

Under the supervision of the LfA assistant director, they will be expected to:

- draw up the course specification of the courses taught by him or her.
- develop lesson plans for each language session; devise a variety of classroom activities and provide learning resources that may be required in addition to the course textbook.
- set suitable class work and homework.
- give appropriate feedback in class and on students' written homework.
- maintain accurate records of students' attendance.
- train in order to acquire new skills.
- help with the promotion of the LfA programme by meeting prospective students during the induction session at the start of the academic year.
- attend one meeting in term 1 and 2 with the assistant director and colleagues of the same discipline, in order to discuss harmonization of course programmes and teaching methodology.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

Job descriptions should be regularly reviewed to ensure they represent an accurate account of the duties carried out by the post holder. The job description may be altered from time to time at the discretion of the College, and in consultation with the post holder.