

PERSON SPECIFICATION

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

Job Title: Pre-sessional English Language Tutor

Department: Centre for the Development of Academic Skills (CeDAS)

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Native speaker level of English (for non-native speakers this means a minimum of IELTS 8.0 or equivalent in all skills)	X		Application Form/ Interview
Recognised EFL teaching qualification at CELTA level or above	X		Application Form
Undergraduate degree	X		Application Form
Relevant postgraduate degree		X	Application Form
Specific Skills, Experience and Knowledge			
Experience of teaching EFL and/or EAP	X		Application Form/ Interview
Ability to demonstrate an understanding of the needs of non-native English-speaking students at HE in the UK	X		Application Form/ Interview
Competence in the use of IT tools, including Microsoft Office and tools to support blended learning, e.g. Moodle	X		Application Form
Worked or studied abroad		X	Application Form
Personal and Interpersonal Qualities			
Effective organizational skills, including the ability to work to and meet firm deadlines.	X		Application Form/ Interview
Effective communication and interpersonal skills including the ability to develop and maintain effective working relationships and to work as part of a team.	X		Application Form/ Interview