

## **JOB DESCRIPTION**

**Job Title:** Modern Foreign language tutor

**Grade:**

**Contract:** part-time, fixed Term

**Responsible to:** [Head of English for Academic Purposes and Languages](#)

### **Job Purpose:**

To deliver non-credit bearing, extra-curricular modern language courses to students and staff from both the University of Exeter and Falmouth University on the Penryn campus.

### **Duties and Responsibilities in line with other MFL Tutors:**

To develop an agreed overall course and individual lesson plans for the specified modern language, taking account of the level (elementary to advanced) and using a range of learning methods and activities so that the student group remain actively engaged.

To deliver a structured language programme maintaining balance and incremental learning over the agreed length of the course.

To cover all four language skills, but with a particular focus on spoken communication.

To follow a broadly communicative approach to language teaching

To develop a set of learning materials both for use in classes and where appropriate online.

To select and prepare (including copying or printing) appropriate materials for each class.

To employ a range of learning methods, activities and media so that the student group remain actively engaged. To deliver classes using a range of media.

To set as appropriate, student language work to be completed between classes.

To monitor students attendance using formal mechanisms and to maintain up to date records of work, the information from which might feed into other processes including the Exeter Award,

To provide feedback on individual and class progress in their understanding of, and progress in the modern language.

To attend meetings, training workshops and courses identified as appropriate.

To work closely with the other Language tutors and the institutions.

To engage with institutional systems such as Email and iTrent

To deliver a combined service to both Falmouth University and University of Exeter, Cornwall campus which responds to the greatest areas of need for support while maintaining good relations with and remaining available to staff from both institutions; to regularly review quality of service and balance of provision between the two institutions.

To work within the relevant legislation, policies and procedures.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

**PERSON SPECIFICATION**  
**Post Title: Senior MFL Tutor**

<b>Attributes</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>
Education/Qualifications	<p>A good honours degree</p> <p>Relevant teaching qualification</p>	
Experience/Knowledge	<p>Native or near native proficiency in target language.</p> <p>Competent in English.</p> <p>Previous experience of language teaching.</p> <p>Experience of designing courses and creating appropriate materials.</p>	<p>Experience of teaching young adults.</p> <p>Experience of working in an HE environment</p> <p>Familiarity with online learning platforms such as Moodle.</p>
Skills/Personal requirements	<p>Ability to work on own initiative</p> <p>Excellent interpersonal and presentation skills</p> <p>Excellent IT Skills (MS Office)</p> <p>Strong administrative skills – able to organise learning materials and learning aids, to monitor attendance and to maintain a structured lesson and course plan.</p> <p>Ability to deliver lessons through a range of media</p>	

