

**EAP Academic Coordinator  
Person Specification**

<b>Criterion</b>	<b>Essential / Desirable</b>	<b>How tested*</b>
<b>Qualifications and training</b>		
Has completed a language-teaching qualification (e.g. CELTA or equivalent)	Desirable	CV
Has completed a masters degree in ELT/Applied Linguistics, a DELTA, or equivalent	Desirable	CV
<b>Specific skills, experience and knowledge</b>		
Has a minimum of 2 years of experience teaching English or study skills to speakers of other languages in classroom settings	Essential	CV
Has experience of teaching in a higher-education context	Desirable	CV
Has designed lesson plans, course materials and/or syllabi and curricula	Essential	Supporting statement
Has coordination or management experience	Desirable	Supporting statement
Is a competent user of IT and AV equipment	Desirable	Supporting statement, Presentation
Can communicate complex concepts using appropriate language	Essential	Supporting statement, Presentation
<b>Capacity for career development</b>		
Is willing and able to undertake PhD-level research in the Department of Linguistics and English Language	Essential	Has accepted offer
<b>Attributes</b>		
Is able to plan and coordinate activities among a diverse group of stakeholders within limited timeframes	Essential	Interview
Can creatively and independently solve problems	Desirable	Interview
Has ability to inspire students and teachers with enthusiasm for the course	Desirable	Presentation, Interview
<b>Ability to meet job circumstances</b>		
Is available during the summer months (June-September) every year to coordinate the programme	Essential	Interview
Is willing to take part in occasional extra-curricular social events	Essential	Interview

\* **CV:** assessed against curriculum vitae

\* **Supporting statement:** assessed against a supporting statement given for each criterion

\* **Interview:** assessed during the interview process by interview questions

\* **Presentation:** assessed by means of a presentation on a specified topic