The UCL School of Slavonic and East European Studies (SSEES) is seeking to make one appointment for a temporary evening course language tutor in Slovenian.

The SSEES Evening Course Programme is designed to teach participants how to communicate effectively in a foreign language. All four skills are taught – reading, writing, listening and speaking – with a particular emphasis on oral communication. Courses cover the language as it is spoken today in everyday situations, from basic survival skills at elementary level through to fluent communication at advanced levels. Small class sizes allow maximum involvement of all participants. Class groups typically include a mix of external students who wish to develop their language skills for professional or personal reasons and UCL students who decide to study languages in addition to pursuing their undergraduate or postgraduate programme.

Core duties

- Preparing weekly lesson plans and delivering classes to students
- Setting and marking of self-study exercises for students attending the classes
- Maintaining attendance lists and submitting them at the end of each term to the Administrator
- Lodging copies of course syllabi and handouts used in teaching with the Administrator;
- Helping to assess and allocate students to the correct level.

In addition to the above, the Tutor will be expected to:

- Follow UCL policies, including but not limited to Equal Opportunities, and maintain an awareness and observation of College regulations
- Attend an induction meeting and occasional staff meetings with other Evening Programme Tutors
• Meet with the Languages Coordinator for an initial induction and thereafter, as and when appropriate, to discuss matters related to the delivery of classes, student evaluation feedback and/or teaching and curriculum development.
• To participate in opportunities for professional development.
• To be conversant with and apply Fire and Safety regulations in so far as they relate to the safety of evening course students.

Additional duties
For additional payment, the Tutor may be asked to participate in formal assessment of students.

Person Specification
In order to carry out the duties attached to this post, applicants must have the following qualifications, skills and experience:

Essential:

• Complete fluency in the language taught
• Qualified to teach language as a foreign language
• Previous experience of teaching language to adults
• Fluent command of written and spoken English
• Experience of teaching in the university sector

Desirable:

• Experience of or demonstrable interest in applying digitally based, VLE and multimedia materials in language teaching and learning