Job title | CULP Teacher (Swahili)
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Pay | £40.92 per hour
Department / Institution | Language Centre

**Role-specific information**

**Role Summary**

Attracting around 2,000 students each year, CULP (Cambridge University Language Programmes) offers language courses in over a dozen languages, delivering a mixture of open access courses from Basic to Advanced level alongside a range of courses for specific purposes including academic reading for students in specific disciplines. With class sizes between 15-20 students, standard courses are taught in fifteen 2-hour sessions which run weekly (non-intensive), bi-weekly (semi-intensive) or daily (intensive). The role holder is expected to teach one Basic group (2 hours per week) during Michaelmas and Lent terms (15 weeks, October to March). Most of the teaching is likely to be after 4pm.

Learners include undergraduate and graduate students as well as staff of the University, covering a wide variety of nationalities and mother tongues. Our teaching and learning approach blends face-to-face contact with online and autonomous learning and the role holder is expected to contribute the development of CULP and to the maintenance and enhancement of the Language Centre's reputation for excellence in teaching and learning.

**Key Responsibilities**

**Teaching**

To deliver teaching for sessional or standalone courses:

- Plan and deliver lessons within an agreed programme
- Prepare teaching and learning materials
- Teach in a development capacity in a variety of settings and group sizes
- Transfer knowledge in the form of practical skills, methods and techniques
- Identify learning needs of students and define appropriate learning objectives
- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities

**Assessment and Examining**

To provide continuous and summative assessment and feedback through Swahili through:

- Conducting and taking part in oral examinations
- Marking of class tests and locally awarded examinations
- Supervising the work of students, provide advice on study skills and help them with learning problems
- Implementing appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students
## Course Development and Resources

On occasion, contribute to the development of new courses within an agreed framework:
- Select and prepare materials following an already existing template
- Upload teaching materials to Virtual Learning Environment (VLE)
- Contribute content for online resources within an agreed framework

## Administration

To participate in course administration, including:
- Attendance at departmental meetings
- Compliance with quality assurance and enhancement procedures

## Student Recruitment

- Contribute to and take part in open days
- Participate in the delivery of outreach sessions

## Person Profile

This section details the knowledge, skills and experience we require for the role.

### Education & qualifications

**Essential**
- First degree, preferably in languages and/or applied linguistics
- Recognised qualification in teaching Swahili as a foreign language or engagement in professional development within their language teaching experience

**Desirable**
- Postgraduate qualification in languages and/or applied linguistics

### Specialist knowledge & skills

**Essential**
- Native/near native command of Swahili, fluent English and detailed knowledge of the grammar of both
- Competent user of IT and multimedia classroom equipment

### Interpersonal & communication skills

**Essential**
- Excellent interpersonal and cross-cultural communication skills
- The ability to effectively communicate new ideas and concepts in both written and verbal form

### Relevant experience

**Essential**
- Experience of teaching Swahili, to adults in a Higher Education context
- Experience of technology enhanced language teaching

**Desirable**
- Developing multimedia teaching/learning materials
- Experience of working with a VLE
- Experience of teaching Swahili as a foreign language in a UK HE Institution

### Additional requirements

The role holder may be expected to teach in evenings and outside of the University academic year.

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**Terms and Conditions**

<table>
<thead>
<tr>
<th>Location</th>
<th>Language Centre, Downing Place, Cambridge, CB2 3EL</th>
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<tbody>
<tr>
<td>Working pattern</td>
<td>Monday-Friday (variable). Saturdays are also possible.</td>
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<tr>
<td>Hours of work</td>
<td>It is envisaged that the course will run in late afternoon / evening slots (to be confirmed during the enrolment period).</td>
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<tr>
<td>Length of appointment</td>
<td>The successful candidate will be engaged on a fixed-term Worker basis, subject to satisfactory enrolments on the course offered, for a maximum of one year.</td>
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**Screening Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see [http://www.jobs.cam.ac.uk/right/have/](http://www.jobs.cam.ac.uk/right/have/)).

**Application Process**

Please submit your Curriculum Vitae (CV) and a covering letter by Monday 25 June 2018 to the Language Centre Administrator via email to recruitment@langcen.cam.ac.uk. If you send any additional documents which have not been requested, we will not be able to consider these as part of your application.

If you have any questions about this vacancy or the application process, please contact Mr Nebojša Radić, CULP Director, by email (nr236@cam.ac.uk) or by phone (01223 335051).

Interviews are likely to take place during the week beginning Monday 2 July 2018.
General Information

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 Faculties and Departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union, major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

There is much more information about the University at [http://www.cam.ac.uk/univ/works/index.html](http://www.cam.ac.uk/univ/works/index.html) which we hope you will find helpful.

Language Centre

The primary purpose of the Language Centre is to provide language learning opportunities for all members of the University, particularly through taught courses aimed at non-specialist language learners. It also supports the teaching of languages in various University Faculties and advises and assists in the development of language teaching and learning, as appropriate. The Centre is proactive both in developing the application of new technologies to the provision of language learning in the University and Colleges, and actively seeking new opportunities to develop its services consistent with its core mission within the University.

The Language Centre delivers a number of key activities including a range of Cambridge University Language Programme (CULP) and Academic Development & Training for International Students (ADTIS) courses as well as other projects and short courses and maintaining the Advising Service and John Trim Centre for Language Learning. The role advertised is based in the CULP team.

The Language Centre is located on Downing Place in central Cambridge. Further information about the Language Centre and our work can be found on the University website: [http://www.langcen.cam.ac.uk](http://www.langcen.cam.ac.uk).
Equality & diversity
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.jobs.cam.ac.uk/applying/disability/.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Jo Farmer-Eynon, who is responsible for recruitment to this position, on 01223 763586 or by email on administrator@langcen.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.