

JOB DESCRIPTION

Job Title: Associate Tutor in Spanish (Daytime Provision)

Pay: Associate Tutor Rate.

Seminars: £38.66 per hour

Teaching support activity : £14.37 per hour

Marking of scripts : £19.33 per hour

These are the current rates and may change for 26/27. The rates exclude holiday pay.

School/Department: Media, Language and Communication Studies (MLC)

Line Manager: University Language Programme Director, MLC

Purpose of Role:

We are looking to appoint a new Associate Tutor in Spanish to teach Spanish during the Autumn 2026 term and Spring 2027 term, starting on the w/c 21 September 2026.

The successful candidate will teach modules which form part of the [University Language Programme](#) (languages for non-specialists), with student levels which can range from A1 to B1 levels of the CEFR. Teaching will take place in person, on the UEA campus (Norwich). Although teaching will be confirmed once final student numbers are known in September, we are planning that this role will teach one module in the Autumn term (with up to three groups) and two modules in the Spring term (one with one group, the other with up to three groups). For each module group, there will be three hours of teaching per week, plus an office hour and associated preparation and marking time.

Interested parties should email a covering letter and C.V. to Claire Cuminatto, Director of UEA's University Language Programme, at c.cuminatto@uea.ac.uk and ulp@uea.ac.uk by Friday 19 June and be available on Tuesday 30 June for an online interview, should they be shortlisted (interview date TBC).

Please note that this role does not meet the criteria to provide Skilled Worker visa sponsorship. To be eligible for this role, applicants need pre-existing right to work in the UK.

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Main duties and Responsibilities:

Teaching

- Designing and teaching stimulating language classes at the levels that will have been assigned to you, organising some modules,
- Devising and communicating a clear teaching/assessment programme to students,
- Adjusting teaching material to align with Module Organiser's directions where appropriate,
- Providing students with accessible handouts and material, uploading them onto the University's VLE (Blackboard),
- Setting up Blackboard sites for some modules,
- Setting work to complete in-between teaching hours on Blackboard, and correcting it,
- Reviewing language-level self-declarations where relevant, and running level tests where needed,
- Collecting student feedback, reflecting and where appropriate acting on said feedback.

Marking and assessments

- Creating and marking formative and summative oral and written assessments,
- Organising exams, with extra invigilation where needed,
- Dealing with marking-related administrative tasks such as entering marks on Blackboard.

Communication

- Communicating with students in a supportive and professional manner, whether in class or via emails,
- Sharing teaching material with students digitally (see above),
- Responding to emails from Module Organisers and other colleagues in a timely and professional manner. Answering student emails within 48 hours,
- Holding weekly office hours with students.

Training and administration

- Complete UEA's online mandatory training,
- Monitoring student attendance

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Skills and Experience:

Required skills and experience

- Previous experience of teaching the language at all levels, and of designing and implementing a stimulating language course,
- Foreign language teaching qualification
- IT literacy necessary to:
 - ✓ Produce modern and accessible digital resources (handouts, Powerpoints...),
 - ✓ Upload this material onto UEA's VLE (Blackboard),
 - ✓ Use the IT equipment in standard teaching spaces (computer/projector),
 - ✓ Access and use a professional mailbox, open and modify documents on a SharePoint.

Desirable skills and experience

- Experience teaching groups of more than 6 students,
- Adult education experience