

! SOUS RESERVE D'APPROBATION PAR LE CONSEIL ACADEMIQUE DU 26 AOUT 2024 !

FULL TIME LANGUAGE TEACHER: ENGLISH LANGUAGE POST

(100%, RENEWABLE)

ENGLISH LANGUAGE TEACHER

ULB LANGUES (*Interfaculty Language Centre*) <https://langues.ulb.be/>

Reference: 2024/S269

Deadline for submission of applications: 27/08/2024

Start date for the post: 01/10/2024

Job description

The selected candidate will or may be required to

- prepare, coordinate and deliver individual and group language lessons to university teachers, researchers, and assistants who teach in languages that are not their own native language;
- provide language support to university teachers and assistants who teach in languages that are not their own native language, e.g. proof reading, lesson preparation;
- provide pedagogical support to university teachers and assistants who teach in languages that are not their own native language, e.g. by advising on lesson structure, and/or strategies to support the language development of students;
- contribute to the development of relevant pedagogical materials, as well as evaluation tools, to support the language needs of university teachers (e.g. online learning, language assessments);
- prepare, coordinate and deliver courses in written and spoken English for students of disciplines other than language studies (i.e. non language specialists);
- conduct English language teaching through Language for Specific Purposes (LSP) courses adapted to disciplines taught at the ULB, sometimes in collaboration with content teacher(s);
- conduct English language teaching through English for Academic Purposes (EAP) courses as part of the above, or as stand-alone courses;
- provide for the continuous assessment of students, as well as draft and correct exam papers;
- develop pedagogical materials, as well as evaluation tools, to support English language teaching through LSP courses adapted to disciplines taught at the ULB;
- support diverse projects at ULB Langues in the domain of alternative language teaching/ learning methods, language for the ULB community, multilingualism, and internationalisation;
- carry out administrative tasks related to all of the above-listed duties.

Qualifications

The selected candidate must have

- a Master's degree in Modern Languages/Literatures or in Linguistics, or an equivalent university qualification at this level deemed relevant by the hiring committee;

- clearly recognisable and measurable experience of university language teaching, preferably at university level.

Skills and experience

The selected candidate will be

- able to demonstrate a sound mastery of the English language (native/C2+ level CEFR) and at least one modern language other than their own (C1 level CEFR);
- in possession of the skills and training required for the conception and development of didactic materials and delivery of LSP/EAP language lessons;
- able to demonstrate experience of delivering pedagogical guidance and support in an educational setting;
- well-versed in the use of state-of-the-art language-learning technologies and capable of adapting these for use with different types of learner audience;
- able to work on his/her own initiative and in collaboration with ULB Langues colleagues, as well as with other university teachers and assistants;
- willing to invest himself/herself with dynamism and motivation in new projects, skills training, and initiatives underway within the ULB Langues team.

A solid command of the French language will be deemed an asset.

Main teaching duties

Prepare, co-ordinate and deliver individual and group English LSP/EAP courses, lessons and seminars, generally at B2 to C1 level to EMI professors, lecturers, researchers and PhD assistants. Co-teaching of some English-language related lessons in various faculties.

Prepare, co-ordinate and deliver English language courses from A2 to C1 levels through LSP courses adapted to relevant degree disciplines taught at the ULB; teaching of English for Academic Purposes (EAP) as part of the above courses, or as stand-alone modules; co-teaching of some English language related to content lessons in various faculties may be required; teaching of English for the ULB community.

We offer

- A stimulating and exciting work environment at a large international and cosmopolitan university;
- Opportunities to take part in face-to-face and virtual international staff exchanges, partnerships, and collaborative projects (Erasmus+, CIVIS, and other networks);
- Continuous professional and skills development opportunities through internal and external pedagogical training schemes in several areas of expertise and according to your interests (supported by the ULB's CAP: Centre d'appui pédagogique/Pedagogical support unit);
- Regular opportunities for professional exchange and best-practice sharing as part of a competent, dynamic and motivated team of Modern Language Teachers (ULB Langues is an institutional member of CercleS, the *European Confederation of Language Centres in Higher Education*).

Interested ?

For further information, please contact Dr David Best (**David.Albert.Best@ulb.be**).

Applications should be sent electronically, in attachment to a single email, addressed to Ms Carole Traore, Administrative Coordinator of ULB Langues (ULB.langues.RH@ulb.be) **AND** to the Rectorat de l'Université libre de Bruxelles (**rectrice@ulb.be**), and should include:

- Curriculum vitae (a CV template may be completed via the ULB website: <https://www.ulb.be/fr/documents-officiels/completer-votre-cv-en-ligne>. Once complete, the on-line CV must be downloaded and attached to the candidate's application.)
- an application letter (motivating your interest in the post).

Equal opportunities policy

ULB's personnel management policy is geared towards diversity and equal opportunities.

We recruit candidates on the basis of their skills, irrespective of age, gender, sexual orientation, origin, nationality, beliefs, disability, etc.

Would you like to be provided with reasonable accommodation in the selection procedure because of a disability, disorder, or illness? Please contact Marie Botty, the person in charge of diversity aspects for the academic and scientific staff (marie.botty@ulb.be). Be assured of the confidentiality of this information.

More details on the ULB gender and diversity policy are available at <https://www.ulb.be/en/about-ulb/gender-equality-at-ulb>.

You will find all the regulations relating to research careers on our site at <http://www.ulb.ac.be/emploi/academique.html>.