



Mary Ward Centre, 42 Queen Square, London WC1N 3AQ
Tel: 020 7269 6000

TUTOR VACANCY: Bengali Grammar and Writing

Tuesdays, 10.30-12.30

11th January-12th July 2011

General Information

The Mary Ward Centre offers high quality adult education and community services, covering the areas of Arts, Crafts, Basic Education, Computing, Music, Languages, Health, Personal and Professional Development, Humanities and Communication Studies. In 2004 it was awarded Beacon College status by the DfES, and was the first adult education college in the country to have this distinction. The Centre is housed in two interconnecting listed Georgian houses overlooking Queen Square. The atmosphere of the Centre is relaxed, friendly and purposeful. Students come from all walks of life, and their education, work and life experience varies enormously. Some students do not have English as their first language.

The Languages department offers courses in French, Italian, Spanish, Turkish, Hindi, Cantonese, Thai, Somali and British Sign Language. We have a successful record in offering short courses in some of the languages suitable for those wanting a basic knowledge for travel or holidays. We also offer courses in Community Interpreting and Translation.

We would now like to extend our offer to include Bengali and so we are looking for a tutor to teach a Bengali Grammar and Writing course suitable for those who already speak the language. In line with departmental policy the successful applicant will be a native speaker of Bengali or have an equivalent facility in the language.

Please note that the successful candidate will be required to undergo an enhanced Criminal Records Bureau check.

Job Description

The tutor will be expected to:

1. Prepare a suitable course to meet the needs of the students in the class and within the framework of centre policy and practice.
2. Teach the course.
3. Act in a reliable and professional manner at all times.
4. Devise methods of working which suit all students.
5. Assess student progress throughout the course and give feedback to students.
6. Carry out administrative tasks required of the tutor (for example, record-keeping and end-of-course evaluation).
7. Evaluate her/his work in order to provide a basis for future development.
8. Attend occasional staff meetings and demonstrate a commitment to in-service training.
9. Offer advice and support to students wishing to progress to future training or work.

Person Specification

The successful applicant will:

1. Be a practitioner with extensive knowledge, expertise and understanding of the Bengali language both spoken and written.
2. Have proven experience in adult education, or relevant experience in leading groups of adults from a variety of different backgrounds.
3. Have a recognised qualification in teaching adults, or be committed to acquiring the appropriate qualification within the specified time frame.
4. Know how to structure and deliver a course, and know how to assess students' work.
5. Be able to reflect on, and improve, their own teaching practice.
6. Demonstrate understanding of the ethos of adult education.
7. Have a commitment to the Centre's Equal Opportunities policy which is stated below:

'The Mary Ward Centre is committed to providing an adult education service which offers equality of opportunity. We believe that people have a right to an adult education service which promotes social justice and is free from unfair discrimination on any grounds. We are committed to opposing these forms of discrimination both in the delivery of our adult education service and in our recruitment and employment practices.'

Pay

The current standard rate of hourly pay for all Mary Ward tutors is **£26.66 an hour**, although this does increase with a recognised teaching qualification.

How To Apply

Application forms are available from the Mary Ward Centre. Please send in your completed application form, including the supporting statement saying how you meet the Person Specification by 5pm on the 10th September. Interviews will be held on 17th September.

Further information is available from Helen Cottington, Head of Department - English and Languages, telephone number: 020 7269 6031