**The Register of Support Providers at Queen’s University**

**Foreign Language Tutor**

**Role Purpose**

To provide one-to-one support with a language that is a compulsory element but not the primary subject of the student’s course.

**Main Duties**

* To develop written skills with particular emphasis on spelling and grammar of the language.
* To improve student’s familiarity with the relevant vocabulary.
* To work through examples with students.
* To provide confidential support to disabled students on a one-to-one basis in a neutral, public space.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Foreign Language Tutor**

**Person Specification**

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| --- | --- | --- |
| **Educational and Professional Qualifications** | Essential | Degree in the relevant foreign language  *or*  Native speaker with a teaching qualification and/or teaching or tutoring experience. |
| Desirable | Post graduate teaching qualification.  Experience of teaching / tutoring. |
| **Previous Experience / Training** | Essential | Substantial language teaching / tutoring experience or interpreting experience. |
| Desirable | Experience of working with disabled people. |
| **Job Related Achievements** | Desirable | Awareness of the needs of disabled students and in particular, students with specific learning difficulties. |
| **Inter-personal Skills** | Essential | Good verbal and written communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over hours. |