

# Teaching Associate (French Teacher)

The Language Centre

Closing Date: Sunday 22 June 2025

Job Reference: VD46140



# Teaching Associate

**Salary:**

£33,482–£39,355. Full Time

(£8,371–£9,839 Pro rata; 0.25%)

**Contract:**

Permanent

**Location:**

Central Cambridge

**Faculty:**

The Language Centre

**Responsible to:**

CULP Director

**Working pattern:**

Part-time (0.25 FTE)

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

**Purpose of the role**

The Cambridge University Language Programmes (CULP) offers language courses in eighteen languages from basic to advanced levels, alongside a range of courses for specific purposes.

Our learners include undergraduate and graduate students and University staff, as well as a small number of members of the public. Most CULP courses are delivered in a blended mode and a small number are offered online, remotely. The role holder will be expected to teach in a blended mode (classroom and Moodle VLE) but should be able to teach online too.

The role holder will be expected to teach French language courses at all levels, from beginners to advanced, with a slightly pronounced focus on beginners to intermediate levels. The successful candidate will teach 4 groups (30 contact hours each) during the Michaelmas and Lent terms (October to March) and 2 groups in the Easter term. There may be the opportunity to teach additional courses throughout the year.

## 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

# Key responsibilities continued

## **Assessment and Examining**

To provide continuous and summative assessment and feedback through the relevant language by:

- Conducting and taking part in oral examinations
- Marking of class tests and locally awarded examinations
- Supervise the work of students, provide advice on study skills and help them with learning problems
- Implement 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 developed programme
- Upload teaching materials to 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

## **Professional Development, including Applied Scholarships**

- Keep abreast of the latest development in language teaching research
- Reflect on practice and the development of own teaching and learning skills



# Person specification

	Essential	Desirable
<b>Education/qualifications</b>		
First degree, preferably in languages ad or applied linguistics	✓	
Recognised qualification in teaching French as a foreign language or engagement in professional development within their language teaching experience	✓	
Postgraduate qualification in languages and/or applied linguistics		✓
<b>Experience</b>		
Experience of teaching French, to adults in a Higher Education context	✓	
Experience of technology enhanced language teaching	✓	
Experience of developing multimedia teaching/learning materials		✓
Experience of working with a Virtual Learning Environment materials		✓
Experience of teaching French as a foreign language in a UK HE Institution		✓
<b>Skills</b>		
Fluent/near fluent command of French, fluent English and detailed knowledge of the grammar of both	✓	
Competent user of IT and multimedia equipment	✓	
Excellent interpersonal and cross-cultural communication skills	✓	
The ability to effectively communicate new ideas and concepts in both written and verbal form	✓	
<b>Additional Requirements</b>		
The role holder will be expected to teach in evenings and outside of the University academic year		



# The 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 and Training for International Students (ADTIS) courses; other projects and short courses; and delivering the Advising Service to support autonomous learning centred on the John Trim self-access language resource centre.

The Centre has a strong history and considerable expertise in the development of online language learning resources, both to support its own teaching and learning activities and in collaboration with other parts of the University where appropriate. Accessed by the University community via the University's internal authentication system (Raven), a large number of the online resources developed by the Centre are also made available to the wider public as Open Courseware, under a Creative Commons Licence. The John Trim Centre currently houses resources in more than 180 languages. The team organises a range of peer-to-peer learning support activities and coordinates the work of Language Advisers who support the learning of 35-40 different languages each year, including notably by researchers preparing for fieldwork.

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>

# The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

## **Vision**

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

# Terms of appointment

## Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 2 year probationary period.

## Hours of Work and Working Pattern

The appointment is part-time (0.25%), working across Monday— Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit: [Pensions |](#)

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

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.

## Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

## Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

## Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities 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.admin.cam.ac.uk/offices/hr/staff/disabled/>

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 the Schools HR team, who are responsible for recruitment to this position on [sahhr@admin.cam.ac.uk](mailto:sahhr@admin.cam.ac.uk)



# The University

**The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.**

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.





The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and



# About Us

**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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

"Through its outstanding education, research and innovation, the University of Cambridge has made - and continues to make - a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff, committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,  
Vice Chancellor, 2023





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

## **Equality & diversity**

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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.



The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.





# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to Apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

For your application to be considered, please upload the following documents:

- Curriculum Vitae (CV)
- Covering letter
- Names and contact details of **two referees** that are familiar with your work

Informal enquiries are welcomed and should be directed to Professor Nebojša Radić (CULP Director) on [nr236@cam.ac.uk](mailto:nr236@cam.ac.uk). If you have any queries regarding the application process, please contact the Schools HR team on [sahhr@admin.cam.ac.uk](mailto:sahhr@admin.cam.ac.uk)

The closing date for applications is midnight (BST) on **Sunday 22 June 2025**. We aim to hold interviews during the final week of June, with a provisional date set for 26 June 2025, subject to change.

