



English language teacher at the Language Centre at Lodz University of Technology

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back 80 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centers all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR Excellence in Research award certifying that the University adheres to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The Language Centre at Lodz University of Technology is a unit dedicated to maintaining the highest teaching standards and creating an open, friendly environment for learning and work. We help students enhance their linguistic as well as soft skills, essential for finding their path in today's multicultural and dynamically evolving job market.

The Language Centre at Lodz University of Technology:

- is equipped with modern technical tools necessary for high-quality teaching,
- supports innovative initiatives as well as the professional and personal development of its staff,
- offers an attractive range of language education and the development of social skills required in the job market,
- actively contributes to the academic community of Lodz University of Technology, playing a strategic role within it,
- fosters student culture and takes an active part in the education and personal development of students,
- is efficiently managed, with an organizational structure adapted to its tasks and objectives, supported by an integrated control system.

1. The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).

Necessary requirements:

- Master's degree in English Philology,
- at least 5 years' experience as an English teacher,
- excellent knowledge of foreign language teaching methodology,
- full readiness to teach at different levels of language proficiency,
- experience in didactic work with adult learners,
- excellent knowledge of the Common European Framework of Reference for Languages (CEFR),
- documented participation in training (internships, courses) increasing professional qualifications, which will be evaluated in terms of their usefulness at work at the Language Centre.

Additional requirements:

- experience in a similar position,
- experience in teaching business English,
- ability to think critically and solve problems effectively,
- ability to work in a team, communication skills,



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- ability to take initiatives and ability to take the initiative and be consistent in action,
 - proficiency in MS Office.
2. Specification of the terms and conditions of employment and responsibilities associated with the position.
 - full-time employment contract for a period of one year, starting from March 2025,
 - modern working conditions,
 - mentoring support from experienced Language Centre staff,
 - opportunity to participate in training courses organised at the Language Centre and at Lodz University of Technology,
 - stationary work at the premises of the Language Centre at Lodz University of Technology.
 3. Description of the expected responsibilities and duties.
 - delivering the assigned teaching hours in the Business English course for first-cycle students at B2, B2+ and C1 levels based on the textbook,
 - assessing students' progress by organising written and oral assessments as well as mid-semester tests,
 - organising classes and ensuring the quality of teaching,
 - carrying out consultations for students,
 - carrying out organisational tasks for the unit,
 - continuously improving professional competence.
 4. List of the required documents:
 - 1) application for employment to the Rector of Lodz University of Technology;
 - 2) CV and a cover letter
 - 3) personal questionnaire for a person applying for employment at Lodz University of Technology, as provided in Annex no. 1.1 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;
 - 4) Data Privacy Statement as provided in Annex no. 1.2 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;
 - 5) Consent to the processing of personal data, as provided in Annex no. 1.3 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;
 - 6) true copies/copies of diplomas;
 - 7) other documents proving the qualifications.
 5. the place, manner, and deadline for submitting the documents (as well as information concerning their return);

By post:
Politechnika Łódzka Centrum Językowe
al. Politechniki 12, 93-590 Łódź

By email:
cj.sekretariat@info.p.lodz.pl

Applicants who meet formal requirements may be invited for an interview. Information regarding a possible interview will be sent to applicants by e-mail.



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6. contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

Alina Wolińska-Domagala, cj.sekretariat@info.p.lodz.pl

7. the expected date of the announcement of the decision: March 2025.



**PERSONAL INFORMATION FORM FOR APPLICANTS FOR EMPLOYMENT AT
LODZ UNIVERSITY OF TECHNOLOGY**

- 1. First name(s) and family name
- 2. Date of birth
- 3. Contact details
- 4. Education (where required for specific duties or jobs)

.....
(name of school and graduation date)

.....
(occupation, specialisation, degree, professional title, academic title)

- 5. Professional qualifications (where required for specific duties or jobs)

.....
(courses, postgraduate education, other forms of further development of knowledge and skills)

- 6. Employment history (where required for specific duties or jobs)

.....
(employment periods and jobs held at previous employers')

- 7. Additional personal information, where the right or the duty to disclose it exists under specific regulations

.....
(place and date)

.....
(signature of the applicant)



Data Privacy Statement for job candidates

1. The administrator of your data processed as part of the recruitment process is Lodz University of Technology (address: 90-924 Lodz, 116 Żeromskiego St., phone: +48 42 631 29 29), represented by the Rector as the employer.
 2. At the Lodz University of Technology you can contact the Data Protection Officer at: iod@adm.p.lodz.pl, phone: +48 42 631 20 39.
 3. Lodz University of Technology will process your personal data to the extent indicated in the labor legislation for the purpose of the current recruitment procedure (Article 6(1)(b) of the GDPR), while other data, including contact data, on the basis of consent (Article 6(1)(a) of the GDPR), which may be revoked at any time.
 4. Lodz University of Technology will process your personal data, also in subsequent recruitment of employees, if you give your consent (Article 6(1)(a) GDPR), which may be revoked at any time.
 5. If the documents include data referred to in Article 9(1) of the GDPR, your consent to their processing will be required (Article 9(2)(a) of the GDPR), which may be revoked at any time. (Article 22 of the Labor Code and §1 of the Regulation of the Minister of Family, Labor and Social Policy of December 10, 2018 on employee records).
 6. Personal data will be disclosed to persons acting under the authority of the controller and having access to personal data, processing them only on the instructions of the controller, unless required by European Union or Member State law.
 7. Your data collected in the current recruitment process will be stored until the end of the recruitment process. In the case of your consent to the use of personal data for future recruitment, your data will be used until the end of the calendar year in which the recruitment process for which your application was submitted ended.
 8. You have the right to:
 - a) the right to access your data and to receive a copy of it;
 - b) the right to rectify (correct) your personal data;
 - c) the right to restrict the processing of your personal data;
 - d) the right to delete your personal data;
 - e) the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office: 2 Stawki St., 00 - 193 Warsaw)
- Information on data requirement: Your submitting personal data to the extent of Article 221 of the Labor Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

.....
(date and signature of the candidate)



**Consent of the candidate to the processing of personal data
(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

.....
.....

for the purpose of recruitment/employment*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

.....
(date and signature of the candidate)

* delete as appropriate