

The *Institut National des Sciences Appliquées* is looking for an English-language Assistant (*Lecteur/Lectrice*) for the academic year 2025-2026

**N° de Poste : 1**

- The post involves teaching at the INSA (Institut National des Sciences Appliquées) which is part of the Université Polytechnique des Hauts-de-France.
- 300 hours class time per year (on average you would be doing approximately 20 hours a week during university term time).
- Net salary: €1200 per month, including medical coverage, expandable to family. - We are looking for an English native speaker:
- who has completed a 4-year university course;
- who is willing to work in close collaboration with permanent lecturers and other *lecteurs/lectrices*;
- who will organise and lead conversation classes independently to encourage fluency practice (no actual teaching of grammar or theory should be undertaken);
- who is able to draw up lesson plans independently and grade students; - who is enthusiastic, organised, creative and flexible; - who is comfortable with working paid overtime.
- Contract starts 1<sup>st</sup> September 2025 and ends on 31<sup>st</sup> August 2026.
- The classroom teaching usually finishes around mid-June and the *lecteur/lectrice* is required to complete the full teaching period.
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The *lecteur/lectrice* will:

- teach across different science departments. Prior knowledge of the specialist subject areas is not required. However, the successful applicant will be expected to take an interest in the relevant areas of study;
- organise and give conversation classes for science students to encourage fluency practice, develop cultural awareness and discuss cultural topics. The level of English is variable, so you will aim to encourage students of all levels to improve their existing conversation skills and reach higher goals, whatever their starting point. Assessment is carried out during class time;
- be expected to grade their oral work. No marking or grading of written work is expected.

Please note that if you have already occupied a *lecteur/lectrice* position for a total of two years in France, you are not eligible to apply for this position.

**To apply, please send a copy of the following documents:**

- CV (in English and French)
- Cover Letter in English and French (addressed to Sylvie Petitjean)
- Passport / ID
- Birth Certificate (with translation)
- Diplomas (with translations)
- "Attestation sur l'honneur" (stating that you have held no previous position as a *lecteur/lectrice* in France)

Candidates shortlisted for an interview will be contacted from late March onwards.

**Application deadline: 17 March 2025**

The above-mentioned documents are to be sent by mail or email

to: Sylvie Petitjean

UPHF / INSA – Le Mont Houy

59013 Valenciennes Cedex 09

France

Tel: +33 (0)3 27 51 18 26

Email: [sylvie.petitjean@uphf.fr](mailto:sylvie.petitjean@uphf.fr)

**For further information, please feel free to contact Sylvie Petitjean, INSA Licence/Master Language Coordinator.**

**Professional environment:**

As part of its project and the attention it pays to equality, the UPHF welcomes applications from people of the gender least represented in the sector or discipline concerned.