



Politechnika Łódzka

English language teacher at the Language Centre at Lodz University of Technology - 2 positions

Lodz University of Technology is one of the best technical universities in Poland. It has over 80 years of tradition and experience in educating staff and conducting scientific research. It is an attractive partner for business. We cooperate with the largest companies in the country and abroad. We conduct research at the European level, create new technologies and patents in cooperation with the best research centres around the world. One of the pillars of the of Lodz University of Technology's management is the equal treatment of employees 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 logo, confirming that the University applies the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

The Language Centre of Lodz University of Technology invites ambitious and enthusiastic individuals to join our team and continue their teaching careers in a dynamic and supportive work environment. We offer mentoring support from experienced staff members, opportunities to develop your pedagogical skills, and a chance to make a real impact on the growth and development of our students.

1. Requirements for the candidate:

Necessary requirements:

- a degree in English philology,
- a Master's degree,
- at least two years of documented professional experience as an English language teacher,
- knowledge of language teaching methodology,
- full availability to do didactic work at various levels of proficiency,
- experience in teaching adults,
- full availability for work,
- knowledge of the Common European Framework of Reference for Languages (CEFR).

Additional requirements:

- ability to think critically and solve problems effectively,
- ability to work in a team, communication skills,
- ability to take initiatives and act consistently,
- documented participation in training courses to improve professional qualifications, which will be evaluated in terms of their usefulness at work at the Language Centre,
- proficiency in MS Office,
- experience in teaching business English.

2. Working conditions and privileges associated with the position.

- a fixed-term contract of employment,
- opportunities for active professional development, enhancement and acquisition of new skills,



Politechnika Łódzka

- opportunity for promotion,
- Salary range: PLN 5,325 + service allowance up to PLN 5,780 + service allowance for experienced candidates *or* PLN 4,806 + service allowance up to PLN 5,000 + service allowance for less experienced candidates.
- modern working conditions.

3. Description of the expected tasks and duties.

- teaching business English to first-cycle students at levels B2, B2+ and C1,
- assessing students' progress by organising written and oral exams, as well as mid-term tests,
- preparing classes and ensuring the quality of the teaching process,
- providing consultations for students,
- performing organisational tasks for the unit,
- continuously improving professional competences.

4. List of required documents:

- 1) CV
- 2) Personal questionnaire for a person applying for employment at the Lodz University of Technology, constituting Annex No. 1.1 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS"
- 3) The clause on the protection of personal data, constituting Appendix No. 1.2 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
- 4) Consent to the processing of personal data, constituting Appendix No 1.3 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
- 5) copies of diplomas;
- 6) other documents confirming the qualifications held.

5. The place, manner, and deadline for submitting the documents.

In writing to the following address:

Lodz University of Technology Language Centre
al. Politechniki 12, 93-590 Łódź

OR

By e-mail to:

cj.sekretariat@info.p.lodz.pl

Candidate documents will be accepted until **20/01/2026**. The date of receipt of the documents will be considered.

Documents can be collected from the Language Centre at Lodz University of Technology within 30 days from the end of the recruitment process.

Candidates who meet the formal requirements will be invited to an interview.



Politechnika Łódzka

Information regarding the interview will be sent to the candidates via email.

The organizer reserves the right to cancel the recruitment process without providing any reason.

The conclusion of the recruitment process does not constitute the establishment of an employment relationship with the University.

6. Contact person.

For matters related to the recruitment process, please contact Marta Kubińska.

e-mail: marta.kubinska@p.lodz.pl

7. The expected date of the announcement of the decision: **March 2026.**

8. Profile description of the unit launching the competition.

The Language Centre at Lodz University of Technology is committed to the highest teaching standards and creates an open, friendly learning and working environment. We help students improve their linguistic and extra-linguistic competences necessary to find their own way in the contemporary, multicultural, dynamically developing labour market.

The Language Centre at Lodz University of Technology:

- has modern technical equipment necessary to conduct classes at a high level,
- supports innovative activities as well as professional and personal development of its employees,
- provides an attractive offer of language training and the development of social skills required in the labour market,
- actively works for the academic community of TUL, playing a strategic role in it,
- supports the development of student culture and is actively involved in the student educational process,
- is efficiently managed, has an organizational structure adapted to the performed and assumed tasks and an integrated control system.

9. If sending the documents by post, the envelope should be marked "job applicant offer".

10. Additional information: We have an internal procedure for reporting violations of law and taking follow-up action at Lodz University of Technology.



**PERSONAL INFORMATION FORM FOR APPLICANTS FOR EMPLOYMENT AT
ŁÓDZ 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)



Information clause for employment candidates

In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119, p. please be informed that:

1. The controller of the data is Lodz University of Technology with its seat in Łódź, at. ul. Żeromskiego 116, Tax Identification Number (NIP): 727-002-18-95, tel. +48 42 631 29 29 represented by the Rector.
2. The Data Protection Officer has been appointed at TUL (contact details: e-mail: iod@adm.p.lodz.pl, phone number: 42 631 20 39).
3. Your personal data to the extent indicated in the employment legislation will be processed for the purpose of the current recruitment procedure (Art. 6(1)(b) GDPR), while other data, including contact data, will be processed on the basis of consent (Art. 6(1)(a) GDPR), which can be revoked at any time.
4. Lodz University of Technology will process your personal data, also in subsequent staff recruitment, if you give your consent (Art. 6(1)(a) GDPR), which can be revoked at any time.
5. If the documents contain the 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 can be revoked at any time. Labour law provisions: Article 22 of the Polish Labour Code and §1 of the Regulation of the Minister of Family, Labour and Social Policy of 10 December 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 controller's instructions, unless required by European Union or Member State law.
7. Data retention period: Your data collected in the current recruitment process will be stored until the end of the recruitment process. If you have given your consent to the use of your 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 has ended.
8. You are the holder of the following entitlements:
 - 1) the right to access your data and to receive a copy of it
 - 2) the right to rectify (amend) your personal data;
 - 3) the right to restrict the processing of your personal data;
 - 4) the right to erasure of your personal data;
 - 5) the right to lodge a complaint with the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00 - 193 Warsaw)
9. Information on the requirement to provide data: Your provision of personal data in the scope resulting from Article 22¹ of the Polish Labour Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

.....
(signature of candidate for employment)



Politechnika Łódzka

to the 'OTM-R POLICY - OPEN TRANSPARENT SUBSTANTIVE



Appendix 1.3

RECRUITMENT PROCESS"

Candidate's consent to personal data processing under Article 7 GDPR

I consent to the processing of my personal data for the purpose and to the extent necessary to carry out the recruitment for the job in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), publ. Official Journal of the EU L No. 119, p. 1. Consent is voluntary. Failure to give consent entails the inability to participate in the recruitment process. Consent may be withdrawn at any time, but without affecting the legality of the processing of personal data carried out on the basis of consent before its withdrawal.

I would like to inform you that I have been presented with the salary range for the position mentioned in the advertisement.

.....
(date and signature of applicant)

* delete as appropriate