

JOB DESCRIPTION
Vacancy Ref: 0554-24

<p>Job Title: Pre-sessional English (PSE) Programme Tutor</p>	<p>Present Grade: Temporary Grade 7 (SP 32) equivalent + holiday pay</p>
<p>Department/College: International Pathways</p>	
<p>Directly responsible to: International Pathways Manager</p>	
<p>Supervisory responsibility for: N/A</p>	
<p>Other contacts: Internal: Pre-sessional English (PSE) Academic Director (Head of International Pathways), Lead Academic Coordinator, Academic Coordinators, International Pathways, Administration team, Tutors, Learning Developers and other Professional Services staff External: Students</p>	
<p>Major Duties:</p> <p>Tutors will work under the direction of the PSE Academic Director, Lead Academic Coordinator, Academic Coordinators and the International Pathways Manager.</p> <p>Their duties will be as follows:</p> <ol style="list-style-type: none"> 1. To teach and conduct tutorials up to 25 hours per week. The actual number of hours may vary from week to week. 2. After initial training, to daily utilise the course e-learning site and other digital platforms used for teaching, giving feedback, recording attendance, receiving important announcements, and accessing materials. (Including, but not limited to, Lancaster email accounts, Microsoft Teams, Moodle, iLancaster, OneDrive). 3. To evaluate written assignments, diagnostic writing tasks, and draft submissions, and provide students with detailed feedback in written, electronic form (via the course e-learning site) and in spoken form (during tutorials). To evaluate and provide feedback on oral and presentation skills through appropriate feedback. 4. To complete all paperwork (e.g., feedback on lessons and individual students) whenever necessary in a timely fashion, and to make all lesson notes and materials available to the coordinators as required, in paper or digital form as requested. 5. To follow the scheme of study as closely as possible, covering all learning outcomes, paying particular attention to the assessment briefs. 6. To participate in professional development activities (work with other tutors, mentor, be involved in peer class observations). 7. During the week set aside for orientation and preparation of the course, to be available from 9.00am to 5.00pm Monday – Friday. 8. During the teaching weeks, to be available Monday – Friday for teaching and related administrative tasks, including attending course meetings that take place outside of class times. Also, to be available to engage in occasional social activities organised for students. 	

9. To follow the University's environmental and sustainability policies such as reducing and recycling waste, and minimising carbon emissions.
10. To perform any further duties related to teaching, materials or administration of the course as may be required by the PSE Academic Director, Lead Academic Coordinator. Academic Coordinator and/or the International Pathways Manager.