Lancaster University

JOB DESCRIPTION
EAP Tutor (Fixed-Term)
Vacancy Ref: A2190

Job Title: English for Academic Purposes Tutor (Study Skills Programme)	**Salary:** ca. £730 per week

Department/College:	Linguistics & English Language
Directly responsible to:	Academic Director of Summer Programmes
Supervisory responsibility for:	None

Other contacts

Internal: Academic Director of Summer Programmes, Academic Coordinators

External:

Major Duties:

Tutors will work under the direction of the Academic Director of Summer Programmes and the Academic Coordinators. Their duties will be as follows:

1. To teach up to 25 hours per week. The actual number of hours will be decided by the Director and Coordinators and may vary from week to week.

2. To be available from Monday to Friday for teaching and related administrative tasks, including meetings and to be available to engage in occasional social activities organised for students during the teaching weeks.

3. To evaluate written assignments, timed 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)

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 course syllabus as closely as possible.

6. To attend meetings related to the course. These meetings will take place outside class times.

7. To be available from 9.00am to 5.00pm during the week set aside for orientation and preparation of the course.

8. To perform any further duties related to teaching, materials or administration of the course as may be required by the Director or Coordinators.