

Temporary EAP Tutors 2018

English for Academic Purposes (Study Skills) Programme

Further Particulars

1. Objective

The Department of Linguistics and English Language (LAEL) is recruiting tutors for the **English for Academic Purposes (Study Skills) Programme**, which runs from Monday 27th August to Friday 28th September 2018.

2. The Lancaster University EAP (Study Skills) Programme

The EAP (Study Skills) Programme caters for international students intending to study at Lancaster University who are required or wish to improve their English language and study skills before starting their degree programmes. The programme comprises 4-weeks of teaching, preceded by an orientation week for tutors.

Last year, almost 260 students attended the programme. The majority were from South-East Asia. Around 40% of the students were undergraduates. Altogether, approximately 70% of the students were enrolled in degree programmes in the Management School, ca. 20% were studying in a variety of areas in the Social Sciences, and the remainder were pursuing degrees in Science and Technology or Health and Medicine.

3. Tutor Duties

EAP Tutors are expected to conduct classes (using the programme materials provided or developed during the induction week). The posts are full-time and intensive, and involve teaching on the programme, lesson planning and preparation, setting and marking of assignments and tests, paper-based and digital record-keeping, report writing, provision of digital feedback on students' writing, student profiling, participation in programme planning and in all other aspects of course-related administration, including meetings, as determined by the programme Coordinators.

A tailor-made package of teaching materials and other resources is provided for each main programme component. An orientation week, in which tutors are introduced to the programme teaching materials etc., is built into the beginning of the posts and is at the full rate of pay.

4. Qualifications

Tutors must have excellent communication skills in written and spoken English and must also have very good presentation skills, as well as an ability to handle digital teaching and learning resources and processes. They should have relevant experience of EAP/Study skills teaching, preferably within the UK higher education context. Tutors should have or be near completing a Masters degree or equivalent in ELT/Applied Linguistics or similar. See Person Specification for further details.

5. Rate of Pay

ca. £730 per week inclusive of holiday pay at 12.07%. Leave to be taken at the end of the contract and the August Bank Holiday is to be worked.

6. Application Procedure

Submit an online application and CV via the University's online applications system: (<http://hr-jobs.lancs.ac.uk>). The deadline is Sunday 18th February at midnight. Shortlisted candidates will be notified by Tuesday 27th February, and interviews are scheduled to take place between Monday 12th and Wednesday 14th March. If you are invited for interview and wish to conduct it via videoconferencing (e.g. Skype), please indicate this when you confirm your interview attendance. Shortlisted candidates will be asked to complete a short task and return it by email prior to interview.

N.B. If you wish to be considered for both EAP and Study Start Tutor positions, please apply only for the EAP Tutor position and indicate this when applying.

7. Further Information

For further information, please visit the Lancaster University EAP (Study Skills) webpages at <http://ling.lancs.ac.uk/study/other-courses.htm> or contact the Summer Programmes Administration Coordinator, Cara Pinder-Emery, at lael@lancaster.ac.uk with any questions or queries you may have.