Temporary Study Start Programme Tutors 2018

Further Particulars

1. Objective
The Department of Linguistics and English Language (LAEL) is recruiting tutors for the Study Start Programme, which runs from Monday 10th September to Friday 5th October 2018 (duties in the final week can be carried out remotely).

2. The Lancaster University Study Start Programme
Study Start caters to international students intending to study in the UK and it aims to increase their confidence in settling in to the academic culture of the UK before starting their degree course. The programme comprises two weeks of teaching, preceded by an orientation week and followed by an assignment marking and feedback week for tutors.

Last year, approximately 50 students attended the programme. There was a mix of nationalities, and the course is open to both undergraduate and postgraduate students in any discipline.

3. Tutor Duties
Study Start 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.

An assignment marking week at the full rate of pay is also included at the end of the period of employment to enable tutors to evaluate the written assignment and provide students with detailed feedback in written, electronic form (via the course e-learning site).

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 higher education teaching experience. Tutors must have a Masters degree or equivalent. 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 the Study Start and EAP 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 Study Start 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.