LUISC PELP Tutor Job Description

**Job Title:** Pre-sessional English Language Preparation Tutor  
**Reports To:** Head of English  
**Terms of Employment:** Holiday allocation - 6 weeks (30 days) per year (or pro rata)  
FT: 37.5 hours per week  
PT: Teaching 20-25 hours per week

### MAIN FUNCTIONS OF THE POST

#### TEACHING:
1. To contribute to teaching and assessment on PELP programmes, teaching general academic reading, writing, listening and speaking classes to undergraduate or postgraduate students.
2. Evaluating students' oral/written work and providing clear and effective feedback.
3. To ensure student punctuality, attendance and appropriate behaviour in class/teaching rooms.
4. To maintain up to date records of student attendance, homework marks and test scores.
5. To secure the best performance from each student at their level during their course and in final exams and assessments, through using a range of teaching approaches and exploiting learning technologies.
6. To contribute to the preparation of student reports.
7. Interviewing participants at the beginning of the course to place in appropriate level groups if required.
8. Acting as a personal tutor to a small group of students, meeting with them regularly on an individual basis to discuss progress or any difficulties if required.
9. To maintain an appropriate dress code and keep teaching room(s) tidy.
10. To provide cover where necessary.

#### ADDITIONAL RESPONSIBILITIES:
11. To support the Head of English in the planning, organisation and delivery of PELP programmes.
12. To support the Head of English with creating, updating and distributing teaching materials.
13. To inform the Head of English of resources and materials requirements.
14. To keep up to date with developments in EAP and the use of e-learning resources.
15. To attend staff meetings, exam moderation meetings, Assessment Boards, training days and social events which are part of the programme as required.
16. To work in a collegial fashion and foster productive relations with other members of staff.
17. To carry out other duties as required by the Head of Centre.