

**JOB DESCRIPTION**

<b>Job Title:</b>	Fixed Term Contract English Tutor
<b>Reports To:</b>	Head of English
<b>Terms of Employment:</b>	Contract Dates: <b>10<sup>th</sup> July – 20<sup>th</sup> September 2019</b> Holiday allocation: 30 days per year (pro rata) Teaching hours: Up to 25 contact hours/week

**Main Functions of the Post:****TEACHING RESPONSIBILITIES**

1. To facilitate the acquisition of language and academic study skills through the planning, preparation and delivery of high quality lessons with clearly defined learning outcomes relevant to the programme of study.
2. To contribute to materials development and assessments on Pre-sessional English Language Preparation Programmes.
3. To ensure programme objectives are achieved through following schemes of work provided, and to deliver these schemes of work effectively, including the setting of homework and provision of formative feedback to learners.
4. To ensure learners have the best opportunities for success through managing their punctuality, attendance and appropriate behaviour in class/teaching rooms
5. To complete course related administration, such as registers, progress reports, formative and summative assessment results, both accurately and in a timely manner.
6. To secure the best performance from each student at their level both during their course and in final exams and assessments

**OTHER RESPONSIBILITIES**

7. To contribute to the development and/or revisions to existing courses or new courses in terms of design, content, structure, form of delivery, assessments etc.
8. To attend calendared staff or departmental staff meetings, Module Assessment Boards (MABs') Programme Assessment Boards (PABs') and training days as appropriate
9. To keep up to date with developments in EAP and the use of Learning Technologies
10. To maintain an appropriate dress code and keep teaching room(s) tidy
11. To work in a collegial fashion and foster productive relations with other members of staff
12. To inform the Head of English of resources and materials requirements
13. To carry out other duties as required by the Head of English

## ENHANCED ROLE: CO-ORDINATION RESPONSIBILITIES

One or more roles are available that include co-ordination responsibilities, for which there will be remission from teaching responsibilities (remitted hours dependent on and proportional to the size of student cohort at programme start).

Support the Head of English in leading and managing the Pre-sessional English Language Programme by:

- Act as first point of contact for student queries
- Act as first point of contact for queries and support for tutors delivering on the programme and triaging/escalating issues as appropriate
- Co-ordinate the production and sharing of high quality materials and assessments
- Liaise with Centre managers and colleagues to arrange cover for classes due to staff absence
- Support quality assurance activities that involve monitoring the quality of the students' learning experience, leading and participating in standardisation and moderation processes, compilation of accurate student results for Examination Boards and preparation of documentation for scrutiny by external examiner
- Facilitate the collection and analysis of student feedback and identify appropriate actions to address issues or celebrate and share Centre-recongised good practice

## PERSON SPECIFICATION:

<b>Qualifications:</b>	1. First degree (Upper Second or First in an appropriate subject area)  2. Certificate TESOL/CELTA qualification  3. MA. TESOL or equivalent and/ or DELTA	Essential  Essential  Desirable
<b>Experience:</b>	4. Teaching EAP at FE/HE Level or above (NQF level 3, FHEQ 4)  5. Experience of teaching international Students	Essential  Essential
<b>Knowledge:</b>	6. of Further Education Sector in the UK  7. of Higher Education Sector in the UK	Desirable  Desirable
<b>Skills/Ability</b>	8. Motivate and teach students and to carry out pastoral functions  9. Effective Communication  10. Work co-operatively and flexibly with colleagues  11. Record Keeping	Essential  Essential  Essential  Essential

	12. Computer Literacy and using Learning Technologies	Essential
<b>Personal Attributes</b>	13. Enthusiastic 14. Dedicated 15. Flexible and able to adapt to change	

<b>Location:</b>	Lancaster University International Study Centre
<b>Room(s):</b>	As appropriate
<b>Duties/ Responsibilities:</b>	To carry out the main functions of the post and report to the Head of English with any problems encountered in carrying out these responsibilities.
<b>Equipment/ Resources (for which you have a responsibility:</b>	To ensure that resources required by students are maintained

<b>Date of Job Description:</b>	May 2015
<b>Review Date:</b>	April 2019