

**JOB DESCRIPTION**  
**English and Study Skills Tutor**  
**Vacancy Ref: N1920**

<b>Job Title:</b>	English and Study Skills Tutor	<b>Present Grade:</b>	6
<b>Department/College:</b>	Recruitment, Admissions & International Development		
<b>Directly responsible to:</b>	Head of Overseas Programmes, Lancaster University		
<b>Supervisory responsibility for:</b>	None		
<b>Other contacts</b>			
<b>Internal:</b>			
<ul style="list-style-type: none"> <li>• International Partnerships Team</li> <li>• Other sections in Recruitment, Admissions and International Development</li> </ul>			
<b>External:</b>			
<b>Staff at partner institutions</b>			
<ul style="list-style-type: none"> <li>• Students and their families from partner institutions</li> <li>• Families of current students</li> <li>• Staff at other UK HEIs</li> </ul>			
<b>Major Duties:</b>			
<ol style="list-style-type: none"> <li>1. To contribute to teaching and assessments on the English and Study Skills (ESS) modules in year one and two of the LUC@BJTU partnership degree course</li> <li>2. To ensure student punctuality, attendance and appropriate behaviour in class/teaching rooms</li> <li>3. To follow schemes of work as determined by the LU ESS Curriculum, to deliver these schemes of work effectively, to set independent learning activities and provide formative feedback to students</li> <li>4. To maintain up-to-date records of student attendance, course work marks and test scores</li> <li>5. To secure the best performance from each student at their level both during the course and in final exams and assessments</li> <li>6. To contribute to the preparation of end of term reports on and for students</li> <li>7. To act as a personal tutor to a small group of students, meeting with them regularly on a group or individual basis to discuss progress or any difficulties if required</li> <li>8. To conduct assessments with students, in the first semester, to place in appropriate level groups</li> <li>9. Supervise and mark project dissertations where required</li> <li>10. Provide cover for other tutors where necessary</li> <li>11. Normally the position will require up to 25 hours per week of classroom teaching</li> </ol>			
<b>OTHER RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>12. To give support in the planning, organisation and delivery of programmes</li> <li>13. To give support with producing, updating and distributing supplementary teaching materials</li> </ol>			

14. To support local English teaching staff with course delivery, professional development, record keeping and assessment
15. To positively contribute to the academic and co-curricular life of LUC@BJTU campus in Nan Hai.
16. 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.
17. To attend departmental staff meetings, Module Assessment Boards (MABs) Programme Assessment Boards (PABs) and training days as appropriate
18. To keep up to date with developments in EAP and the use of e-learning resources
19. To maintain an appropriate dress code and to ensure teaching rooms kept in good order
20. To work in a collegial fashion and foster productive relations with other members of staff
21. To inform the Head of Overseas Programmes of resources and materials requirements
22. To participate in accreditation events, in China, during the development of new access arrangements, such as new Foundation Programmes (if required)
23. To participate in professional development activities where appropriate
24. To carry out other duties as required by the Head of Overseas Programmes