

**JOB DESCRIPTION**  
**Vacancy Ref: N2356**

<b>Job Title:</b> Temporary English for Academic Purposes Tutors	<b>Present Grade:</b> £21.09 per hour inclusive of holiday pay
<b>Department/College:</b> Global Engagement	
<b>Directly responsible to:</b> Academic Director of Summer Programmes	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Other contacts:</b></p> <p><b>Internal:</b> Administration team, Academic Coordinators, other Tutors</p> <p><b>External:</b> Students</p>	
<p><b>Major Duties:</b> Tutors will work under the direction of the Academic Director of Summer Programmes and the Academic Coordinators. Their duties will be as follows:</p> <ol style="list-style-type: none"> <li>1. To teach up to 25 hours per week. The actual number of hours will be decided by the Director and Coordinators and may vary from week to week.</li> <li>2. After initial training, to familiarise self with and utilise the course e-learning site and other digital platforms used for e.g. teaching, giving feedback, recording attendance and accessing materials.</li> <li>3. To evaluate written assignments, timed writing tasks, and draft submissions, and provide students with detailed feedback in written, electronic form (via the course e-learning site) and in spoken form (during tutorials).</li> <li>4. To complete all paperwork (e.g. feedback on lessons and individual students) whenever necessary in a timely fashion, and to make all lesson notes and materials available to the Coordinators as required, in paper or digital form as requested.</li> <li>5. To follow the course syllabus as closely as possible.</li> <li>6. To participate in professional development activities (e.g. mentor and peer classroom observations).</li> <li>7. During the week set aside for orientation and preparation of the course, to be available from 9.00am to 5.00pm Monday – Friday</li> <li>8. During the teaching weeks, to be available Monday – Friday for teaching and related administrative tasks, including attending course meetings that take place outside of class times. Also, to be available to engage in occasional social activities organised for students.</li> <li>9. To follow the University’s environmental and sustainability policies such as reducing and recycling waste, and minimising carbon emissions.</li> <li>10. To perform any further duties related to teaching, materials or administration of the course as may be required by the Director or Coordinators.</li> </ol>	