Temporary Study Start Programme Tutors 2020

Further Particulars

1. Objective

The Global Experiences Team is recruiting tutors for the **Study Start Programme**, Monday 7th September to Friday 2nd October 2020 (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 70 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).

Tutors are expected to follow the University's environmental and sustainability policies, such as by reducing and recycling waste, and minimising carbon emissions. Further information on these policies can be found at www.lancaster.ac.uk/sustainability/sustainability-practice

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

You will be paid in monthly instalments, circa £759 per week inclusive of holiday pay. The total amount of pay for the period of 4 weeks work will be circa £3,037 [Hourly rate is £21.09 inclusive of holiday pay]. You are required to work the August Bank Holiday Monday.

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 15th March at midnight. Shortlisted candidates will be notified by Fri 28th March, and interviews are scheduled to take place between Monday 6th and Wednesday 8th April. 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 EAP (Study Skills) webpages at www.lancaster.ac.uk/linguistics/summer-schools or contact the Global Experiences Officer, Cara Pinder-Emery, at globalschools@lancaster.ac.uk with any questions or queries you may have.