

Temporary EAP Tutors 2021 English for Academic Purposes (Study Skills) Programme

Further Particulars

1. Objective

The Global Experiences Team is recruiting tutors for the **English for Academic Purposes (Study Skills) Programme**, 23rd August – 1st October 2021.

2. The Lancaster University EAP (Study Skills) Programme

The EAP (Study Skills) Programme caters for international students intending to study at Lancaster University who are required or wish to improve their English language and study skills before starting their degree programmes. The programme comprises 4-weeks of teaching, preceded by an orientation period for tutors.

In response to the pandemic and after positive feedback from tutors and students in 2020, the programme will be delivered online again. This also means that tutors can work from home in any country. The online platforms to be used include Microsoft 365 (especially Teams) and Moodle.

In 2019, around 330 students attended the programme. The majority were from South-East Asia. Around 40% of the students were undergraduates. Altogether, approximately 70% of the students were enrolled in degree programmes in the Management School, ca. 20% were studying in a variety of areas in the Social Sciences, and the remainder were pursuing degrees in Science and Technology or Health and Medicine.

3. Tutor Duties

EAP Tutors are expected to moderate students' progress 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. A part-time two-week induction, 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.

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 experience of EAP/Study skills teaching, preferably within the UK higher education context. Tutors should have or be near completing a Masters degree or equivalent in ELT/Applied Linguistics or similar. See Person Specification for further details.

5. Rate of Pay

You will be paid in monthly instalments, at a rate of £21.09 per hour inclusive of holiday pay. The total amount of pay equivalent to 5 weeks' work will be circa £3,800. 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 14th March at midnight. Shortlisted candidates will be notified by Friday 19th March, and online interviews are scheduled to take place on Thursday 25th and Friday 26th April. 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 EAP and Study Start 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/eap or contact the Global Experiences Officer, Cara Pinder-Emery, at globalschools@lancaster.ac.uk with any questions or queries you may have.