

JOB DESCRIPTION
Vacancy Ref: A3307

Job Title: Temporary English for Academic Purposes Tutors	Present Grade: £21.09 per hour inclusive of holiday pay
Department/College: Global Engagement	
Directly responsible to: Global Experiences Officer	
Supervisory responsibility for: N/A	
<p>Other contacts:</p> <p>Internal: Administration team, Academic Coordinators, other Tutors, Student Ambassadors</p> <p>External: Students</p>	
<p>Major Duties:</p> <p>Tutors will work under the direction of the Academic Director of Summer Programmes, the Global Experiences Officer and the Academic Coordinators. Their duties will be as follows:</p> <ol style="list-style-type: none"> 1. To moderate students' progress up to 25 hours per week online. The actual number of hours may vary from week to week. 2. After initial training, to familiarise self with and utilise the course digital platforms used for e.g. teaching, giving feedback, liaising with colleagues, meetings, recording attendance and accessing materials. 3. To evaluate written assignments and draft submissions, and provide students with detailed feedback in written and audio, electronic form (via the course e-learning site) and in spoken form (during tutorials, live classes). 4. To complete all administration tasks (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 digital form. 5. To follow the course syllabus as closely as possible. 6. To participate in professional development activities (e.g. mentor and peer class observations). 7. During the weeks set aside for orientation and preparation of the course, to be available from 9.00am to 5.00pm Monday – Friday. 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. 9. To follow the University's environmental and sustainability policies such as reducing and recycling waste, and minimising carbon emissions. 10. To perform any further duties related to teaching, materials or administration of the course as may be required. 	