# JOB DESCRIPTION

**Job Title:** Grade 5 English Language Teaching Assistant  
**Reports To:** Head of Overseas Programmes, Lancaster University

**Terms of Employment:** Full-time  
Holiday allocation - 5 weeks (25 days) per year

## Main Functions of the Post:

### TEACHING RESPONSIBILITIES

1. To provide cover for the English and Study Skills Tutors at the Wei Hai campus
2. To contribute to teaching of the English and Study Skills (ESS) modules of the LU/BJTU partnership degree course
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
4. To act as a personal tutor to the weaker students, meeting with them regularly on a group or individual basis to discuss progress or any difficulties if required
5. To give in-sessional support to students on the four-year degree programme when required
6. To maintain up-to-date records of student attendance, course work marks and test scores, where necessary
7. Normally the position will require up to 25 hours per week of classroom teaching, including tutorials

### OTHER RESPONSIBILITIES

8. To support local BJTU staff with their English
9. To inform the Head of Overseas Programmes of resources and materials requirements
10. To carry out some administrative tasks, such as amending teaching-related documents, assisting with the delivery of assessments, maintaining our file store and photocopying
11. To work in a collegial fashion and foster productive relations with other members of staff
12. To carry out other duties as required by the Head of Overseas Programmes