

Pre-sessional English for Academic Purposes Tutor

Job Ref: REQ17177

School/Department summary

The English Language Support Service is part of the Department of Student Services, which also includes Student Advice and Support, Careers Network, the Counselling and Disability Service, and the Hall Wardens. The Medical Centre and the Centre for Faiths and Spirituality are affiliated to the Department.

Year round, the English Language Support Service provides a range of academic literacy, English language and study skills support for home and international students from a diverse range of educational, linguistic and cultural backgrounds. During the summer months, the English Language Support Service runs a number of (BALEAP accredited) English for Academic Purposes courses for pre-sessional students.

The English Language Support Service aims to help students achieve academic success and personal development by enabling them to:

- communicate effectively through clear and coherent articulation of their ideas;
- understand and critically engage with the ideas of others;
- understand academic expectations and audiences, and use appropriate academic language, adhering to academic conventions in the process; and
- realise their full potential at university and beyond.

Through a range of embedded and stand-alone courses, workshops and online support options, the English Language Support Service helps to equip students with skills, strategies, techniques, awareness and language to meet the demands of their academic programmes.

The Pre-Sessional Courses

The Pre-Sessional courses are for international students who are hoping to study at Loughborough University. The longer courses (thirty, twenty, ten and five week courses) are for students whose English language has not reached the level required for entry to university or who feel they need some practice in using their English before the start of their main course.

Detailed schemes of work and all materials are provided for these BALEAP accredited courses.

The Loughborough University pre-sessional courses C and D are **BALEAP accredited** (see www.baleap.org for more details).



Job Description

Job Grade:

Management and Specialist Grade 6

Job Purpose

To provide English for academic purposes and study skills support for international students on pre-sessional courses.

Job Duties

Pre-sessional Courses C and D

The post will involve:

1. Preparing for and teaching pre-sessional students for up to 20 contact teaching hours per week¹;
2. Being available and on site from 9:00 to 5:00 from Monday to Thursday and 9.00 to 4.30 on Fridays for the full duration of the contract. Classes are usually from 9:15 to 12:30 Monday to Friday and from 2:15 to 3:45 on Mondays, Tuesdays and Thursdays;
3. Giving students regular tutorials (which take place outside class time) and completing relevant records;
4. Selecting and exploiting appropriate course materials for classroom use;
5. Evaluating students' written work and giving detailed feedback on a weekly basis;
6. Liaising closely with Tandem Tutors on preparation, homework, setting up writing assignments / assessments and all other matters related to their students and the course;
7. Liaising with the appropriate member of staff regarding students causing concern in any way;
8. Administering, invigilating and marking examinations;
9. Marking assignments, written assessments and / or evaluating presentations and providing detailed feedback;
10. Keeping clear records of work and student attendance registers;
11. Attending meetings and professional development sessions, including assessment standardisation input;
12. Attendance at a four day induction programme;
13. Report writing for sponsored students;
14. Any other duties as requested from time to time by a member of the management team.

Pre-sessional Course E

The post will involve:

1. Preparing for and teaching pre-sessional students for up to 20 contact teaching hours per week;
2. Being available and on site from 8.45 to 4.45 from Monday to Thursday and 8.45 to 4.15 on Fridays for the full duration of the course. Classes are usually from 9:00 to 12:20 Monday to Friday and from 2:00 to 3:30 on three days of the week;
3. Selecting and exploiting appropriate course materials for classroom use;
4. Evaluating students' written work and giving detailed feedback;
5. Liaising closely with Tandem Tutors on preparation, homework, setting up writing assignments and all other matters related to their students and the course;
6. Liaising with the appropriate member of staff regarding students causing concern in any way;
7. Marking assignments and providing detailed feedback;
8. Keeping clear records of work and student attendance registers;
9. Attending meetings;
10. Attendance at a one day induction programme;
11. Report writing for sponsored students;
12. Any other duties as requested from time to time by a member of the management team.

¹ Each tutor is assigned a specialist skill, either Reading or Speaking & Listening, and will teach lessons for that specialist skill to two classes.

Points to Note

Course Dates

Pre-sessional Course C

Monday 10 July - Friday 22 September 2017

Teacher induction - Monday 10 - Thursday 13 July, teaching commences Friday 14 July.

Pre-sessional Course D

Monday 07 August - Friday 22 September 2017

Teacher induction - Monday 07 - Thursday 10 August, teaching commences Friday 11 August.

Pre-sessional Course E

Monday 11 - Friday 22 September 2017

Teacher induction - Monday 11 September, teaching commences Tuesday 12 September.

Single occupancy, self-catering, en-suite accommodation (with shared kitchens) is available for tutors who have to relocate for the duration of their contract. Accommodation is located on campus in Butler Court (each 'flat' exclusively for pre-sessional tutors) at the following subsidised rates:

- PS Course C from Sunday 09 July – Saturday 23 September 2017 - £613
- PS Course D from Sunday 06 August – Saturday 23 September 2017 - £330
- PS Course E from Sunday 10 – Saturday 23 September 2017 - £105

Tutors must be available for the full duration of the course.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The University has a mandatory course for Respecting Diversity training which is to be completed.

Organisational Responsibility

Reports to the Team Leader for the English Language Support Service.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant relevant teaching experience.	1, 3
Skills and abilities	Excellent communication in spoken and written English.	1, 3
	Excellent IT skills.	3
	Ability to demonstrate an understanding of EAP within HE context.	1, 3
	Ability to work as part of a team and willingness to share ideas and materials with colleagues.	3
	Ability to monitor students' progress and provide comprehensive spoken and written feedback.	3
	Excellent organisational ability and efficient administrative capability.	3
	The capability to work on own initiative without close supervision.	3
	Excellent interpersonal and communication skills.	3
	Sensitivity to issues of multiculturalism.	3
Training	Demonstrate evidence of having undertaken further training.	3
Qualifications	An undergraduate degree.	1
	CELTA / TESOL certificate or equivalent English language qualification with an assessed practical element.	1, 3
Other	A commitment to the University's Equal Opportunities policies.	3

Desirable Criteria

Area	Criteria	Stage
Experience	EAP teaching experience.	1, 3
	Experience of teaching on pre-sessional courses.	1, 3
	Experience of teaching English for Specific Purposes.	1, 3
Qualifications	DELTA or equivalent and/or a postgraduate degree in relevant subject.	1

Conditions of Service

The position is full time and fixed term. Salary will be on Management and Specialist, Grade 6, (£29,301 - £38,183 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Henrietta Pocock, Team Leader for the English Language Support Service by email at h.l.pocock@lboro.ac.uk .

Applications

Only online applications will be considered for these posts.

Use the 'Additional Information' section (on the 'Candidate Summary' page of your application) to provide any additional information you feel is relevant to support your application, providing examples where appropriate. Please also state which course(s) you would like to be considered for in this section. Do not attach other documents unless absolutely necessary.

The closing date for receipt of applications is **Sunday 12 March 2017**.

Telephone interviews will take place from week commencing **27 March 2017**.