

English for Academic Purposes Tutor

Job Ref: REQ17809

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Year round, the Academic 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 Academic Language Support Service runs a number of (BALEAP accredited) English for Academic Purposes courses for pre-sessional students.

The Academic 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 Academic Language Support Service helps to equip students with skills, strategies, techniques, awareness and language to meet the demands of their academic programmes. The Academic Language Support Service also delivers the English Language Skills for Academic Study module for the International Foundation Programme (IFP).

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

- To provide support in the area of English for academic purposes and study skills for international students at all levels of study, including International Foundation Programme
- To contribute to the widening participation agenda by providing English language and literacy support for home students from a diverse range of educational, linguistic and cultural backgrounds.

Job Duties

- Preparing for and teaching English for academic purposes / study skills / literacy support classes for home and international students at Loughborough University to include some lecture-style delivery;
- Developing and maintaining materials for use in the classroom, on Learn and for online self-access purposes;
- Identifying student needs, developing course plans, outlines, schemes of work and intended learning outcomes and assessment materials;

- Selecting and exploiting appropriate course materials; evaluating students' written work and giving detailed feedback as appropriate;
- Keeping clear records of work and student attendance registers;
- Coordinating sessions and embedded support for modules/programmes (including modules on Learn);
- Writing, developing, reviewing, administering and marking formative and end-of-course assessments
- Liaising with academic departments on English language and study skills support for bespoke and generic provision;
- Liaising closely with tutors in all matters relating to students and courses and offering advice on teaching materials when required;
- Liaising with the appropriate members of staff regarding students causing concern in any way and providing tutorial support as required;
- Signposting students with specific learning differences to appropriate services within the university;
- Acting as a first point of contact for all International Foundation Programme students with regard to any pastoral issues, signposting appropriately to other sources of support at the University and liaising with colleagues as required, while maintaining an appropriate degree of confidentiality at all times
- Coordinating the induction programme for the International Foundation Programme
- Working proactively to promote the wellbeing of the International Foundation Programme students and to facilitate their transition to university life
- Working with relevant colleagues in the School of Science and the International Office to support inclusive student social activities for the International Foundation Programme students
- Contributing to regular reviews of the International Foundation Programme, including programme development and progression requirements.
- Contributing to promotional and marketing materials for the International Foundation Programme
- Attending meetings and contributing to professional development sessions and inductions as necessary;
- Participating in and contributing to quality assurance processes;
- Attending relevant conferences or professional development events;
- Any other duties as requested from time to time by a member of the management team.

Points To Note

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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

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 experience of teaching English for academic purposes / study skills within a HE context	1 3
	Experience of developing materials for classroom use	1 3
Skills and abilities	Excellent written and spoken English	1 2 3
	Excellent understanding of and ability to teach academic English	2
	Strong interpersonal skills, including the ability to communicate with academic staff, students and colleagues in a professional manner	1 3
	Ability to work as part of a team and willingness to share ideas and materials with colleagues	1 3
	Ability to monitor students' progress and provide comprehensive verbal and written feedback	1 3
	Excellent organisational ability and efficient administrative capability	1 3
	The capability to work on own initiative without close supervision	3
	Excellent IT skills	2 3
	Ability to provide proactive pastoral support to International Foundation students and to identify potential causes for concern	1 3
	An understanding of the particular challenges that may be faced by students on an International Foundation Programme	1 3
Training	Willingness to undertake training as required	3
Qualifications	An undergraduate degree	1
	English language teaching qualification (e.g. CELTA, PGCE ESOL or equivalent)	1
Other	A commitment to the University's Equal Opportunities policies	3
	Willingness to undergo an enhanced DBS check	1 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of teaching on an International Foundation Programme	1 3
	Experience of working with under-18s	1 3
	Experience of providing pastoral support	1 3
	Experience of teaching 'home' students	1 3
	Experience of delivering lectures	1 3
	Experience of preparing and delivering bespoke support that is embedded/integrated in to the curriculum.	1 3
	Experience of developing digital materials	1 3
Qualifications	DELTA or equivalent and/or a postgraduate degree in relevant subject	1

Conditions of Service

The position is full time and open ended. 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. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative 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, Academic Language Support Service Manager, by email at H.L.Pocock@lboro.ac.uk or by telephone on 01509 228343

Applications

The closing date for receipt of applications is **13 September 2017**. Interviews will be held on **21 September 2017**.