

Pre-sessional Coordinator

REQ191060

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 both home and international students from a diverse range of educational, linguistic and cultural backgrounds. From January to September, the Academic Language Support Service runs a series of intensive English for Academic Purposes pre-sessional courses for international 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.

Job Description

Job Grade: MA6

Job Purpose

- To coordinate the planning, delivery and review processes for the pre-sessional courses, ensuring compliance with relevant university requirements
- To work in partnership with relevant colleagues to contribute to the ongoing development and quality assurance of these courses

Job Duties

- Work with the ALSS Manager to ensure that full and accurate pre-sessional course information (including dates and fees) is communicated to students via the website and by e-mail in a timely manner and in line with Competition and Markets Authority (CMA) guidelines.
- Draw upon expertise in English for Academic Purposes to contribute to the recruitment, induction and ongoing support for the pre-sessional EAP tutors.
- Coordinate and contribute to academic administration and content for the pre-sessional courses, including timetabling, schemes of work, course materials, handbooks and online resources etc, working with relevant colleagues to ensure that all requirements are met in a timely manner.
- Regularly monitor and review course content, structure and quality in order to identify areas for development and further improvement.
- Liaise with Timetabling Team, IT Services and Academic Registry to ensure that appropriate teaching space is allocated for the pre-sessional courses and that arrangements are in place for digital attendance monitoring.
- Work with the ALSS Manager and other members of the ALSS team to coordinate and contribute to the pre-sessional assessment process, including exam writing, exam security and logistics, marking and results, liaising with other university departments as required.
- Ensure effective communication between the ALSS core team, tutors and students during the pre-sessional period and establish mechanisms to ensure that students and staff can access all information/resources in an appropriate manner.
- Ensure that appropriate arrangements are made for students who require reasonable adjustments.
- Monitoring and maintaining processes to deal with “cause for concern” students (including engagement, progression, withdrawal and other issues).
- Work with relevant colleagues to ensure compliance with the university’s obligations as a Tier 4 sponsor.
- Ensure that appropriate documentation is in place for the pre-sessional programme board, and coordinate processes to deal with mitigating circumstances/academic misconduct.
- Ensure that feedback is collected from pre-sessional students and tutors at appropriate times, through the use of surveys, meetings, focus groups and the course rep system.
- Maintain an up-to-date issues log for each pre-sessional course and coordinate the annual pre-sessional review process in order to support the continuous improvement and development of the courses.
- Track the performance of pre-sessional students on their academic programmes and use findings to inform the ongoing development of the pre-sessional courses.
- Monitor compliance with BALEAP accreditation requirements and contribute to the preparation for BALEAP assessment visits.
- Deputise for ALSS Manager as required.

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	Experience of teaching English for academic purposes / study skills within a HE context	1 3
	Experience of planning, coordinating and delivering projects and / or courses	1 3
Skills and abilities	Excellent understanding of English for academic purposes and study skills	2
	Strong interpersonal skills, including the ability to communicate effectively and professionally with a variety of stakeholders	1 2 3
	Ability to work as part of a team taking a coordinating role where required but allowing other colleagues to lead when appropriate	1 3
	Excellent organisational ability and efficient administrative capability	1 2 3
	The capability to work on own initiative without close supervision while recognising when issues may need to be escalated	3
	Attention to detail as well as an ability to see the bigger picture	1 2 3
	Excellent IT skills	2 3
Training	Willingness to undertake training as required	3
Qualifications	An undergraduate degree	1
	CELTA / PGCE or equivalent (e.g. recognised English language teaching qualification with an assessed practical element).	1
Other	A commitment to the University's Equal Opportunities policies	3
	A willingness to work flexible hours as required	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of developing materials and exams	1 3
	Experience of gathering and analysing feedback and / or other data and using this to inform continuous improvement	1 3
	Experience of coordinating an assessment process	1 3
	Experience of timetabling and / or other academic administration tasks	1 3
	Experience of accreditation assessment visit (e.g. BALEAP, British Council, Ofsted)	1 3
Skills and abilities	Knowledge of relevant legislation (e.g. Tier 4 immigration, CMA guidance, etc.)	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, (£30,942 - £40,322 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 Grade 6 and above 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/>