

Pre-sessional English for Academic Purposes Tutor

REQ210119

About Student Services

Student Services encompasses a wide range of the support and skills development opportunities available for students and graduates at Loughborough. This includes Academic Language Support, Careers Advice, Student and Graduate Enterprise, Wellbeing Support, Student Advice and Guidance, the Wardens Service and Security. Student Services is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and is engaged with almost all areas of academic and campus activity in support of this goal.

Academic Language Support Service

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 English for Academic Purposes programmes 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 Online Pre-Sessional Programmes

The Online Pre-sessional Programmes are for international students who hold a degree offer from Loughborough University. The eleven and six week programmes 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 academic programme.

Detailed schemes of work and all materials are provided for these programmes.

Job Description

Job Grade:

Grade 6

Job Purpose

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

Job Duties

Online Pre-sessional Programmes C and D

The post will involve:

1. Preparing for and teaching pre-sessional students for approximately 20 contact teaching hours per week online. These contact hours may include 'supported study' sessions where students may ask questions about the on-demand materials. The number of contact teaching hours may vary slightly from week to week;
2. Being available during working hours and a willingness to work flexible hours as required, particularly during the assessment marking and feedback periods;
3. Giving students regular 1:1 tutorials (which take place outside seminar time) and completing relevant records;
4. Selecting and exploiting appropriate course materials for seminar use;
5. Liaising closely with colleagues on preparation, seminar delivery, homework, giving feedback and marking and all other matters related to their students and the course;
6. Liaising with the appropriate member of staff regarding students causing concern;
7. Administering, invigilating and marking examinations;
8. Marking and / or providing detailed, personalised online feedback on tasks, assessed coursework and examinations;
9. Keeping clear records of work and student attendance registers;
10. Attending meetings and professional development sessions, including assessment standardisation sessions;
11. Attendance and engagement on the induction programme;
12. Report writing for sponsored students;
13. Any other duties as requested from time to time by a member of the management team.

Points to Note

Due to online delivery, all tutors will be required to have the following for the full duration of the programme in order to be considered for a contract:

- A quiet room to work from.
- Laptop/Desktop of an appropriate specification:
 - Adequate drive space and memory (to run MS Teams, download MS Office / other relevant packages and to download/upload video recordings). NB Any University related files are to be stored on One Drive rather than the local laptop/machine;
 - Working speakers, webcam and microphone (can be internal to your machine);
 - A smartphone capable of using the Duo mobile app which is required for authentication for some university software;
 - A licenced and up to date version of Windows or Mac OS;
 - A valid and updated version of MS Office (downloadable from Office 365 via the University website as a university employee);
 - An up-to-date anti-virus/security software installed (downloadable from Office 365 via the University website as a university employee);
 - The latest version of Google Chrome or Firefox.
- A stable broadband connection (minimum internet speeds - 10Mbps).
- We also recommend that teachers use a headset with a microphone for use during seminars and tutorials.

Salary and Course Dates

Online Pre-sessional Course C

Monday 28 June – Friday 17 September 2021

Teacher induction - Monday 28 June - Thursday 01 July 2021. Teaching commences Friday 02 July 2021.

Online Pre-sessional Course D

Monday 19 July – Friday 03 September 2021

Teacher induction - Monday 19 - Thursday 22 July 2021. Teaching commences Friday 23 July 2021

Additional Information

Applicants must:

- provide evidence of their right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2016 and the Immigration Act 2016;
- hold a National Insurance number;
- have a UK bank or building society account.

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.

Successful completion of probation will be dependent on attendance at the University's mandatory Programmes.

Organisational Responsibility

Reports to the Academic Language Support Service Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. You need to provide clear and specific examples to illustrate how you meet each criterion. Applicants that fail to do so will not be shortlisted.

- 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
	Ability to demonstrate an understanding of the application of current technology for teaching and learning in a HEI context .	1, 2, 3
	Ability to demonstrate an understanding of EAP within a HEI context.	1, 2, 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 spoken feedback and online written feedback.	1, 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 (e.g. recognised English language teaching qualification with an assessed practical element).	1, 3
Other	A commitment to the University's Equal Opportunities policies.	3
	A willingness to work flexible hours as required, particularly during the assessment marking and feedback periods.	3

Desirable Criteria

Area	Criteria	Stage
Experience	EAP teaching experience.	1, 3
	Experience of teaching on pre-sessional programmes.	1, 3
	Experience of teaching on an online course	1, 3
	Experience using technology enhanced learning (e.g. VLEs, online grading and feedback software, video recording software)	1, 3
Qualifications	DELTA or equivalent and/or a postgraduate degree in relevant subject.	1

Conditions of Service

Each position is **full-time** and **fixed-term**. Salary will be on Management and Specialist, Grade 6, (£34,804 – £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 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/>

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 information you feel is relevant to support your application. Use the criteria in the 'Person Specification' to guide what you include in your statement. Ensure you provide examples to support your application.

State clearly at the beginning of this section whether you wish to be considered for Online Programmes C and / or D. We will do our best to accommodate preferences but allocation will be dependent upon student applications.

Although the Pre-sessional Programme has been planned to be delivered online remotely, tutors may be required to be based in the UK.