

## Pre-sessional English for Academic Purposes Tutor

Job Ref: REQ240263

### **Academic Language Support Service**

The Academic Language Support Service is situated as part of Global Engagement within the university structure. 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 Pre-Sessional Programmes**

The 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. Programmes are either held online or at the Loughborough campus (campus-based).

**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 Pre-sessional Programmes.

### Job Duties

#### Online and campus-based Pre-sessional Programmes

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 programme;
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: For online delivery, all tutors will be required to have the following for the full duration of the programme to be considered for an online pre-sessional 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 Duomobile app which is required for authentication of a majority of 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).
- Depending on sound quality you may be required to use a headset with a microphone for use during seminars, tutorials and meetings.

## **Salary and Programme Dates**

### **Campus-based Pre-sessional Programme C**

**Monday 01 July – Friday 20 September 2024**

Teacher induction runs from Monday 01 July to Friday 05 July 2024.

Initial contact with students Thursday/Friday.

### **Online Pre-sessional Programme C**

**Monday 24 June – Friday 13 September 2024**

Teacher induction runs from Monday 24 June to Friday 28 June 2024.

Initial contact with students Thursday/Friday.

### **Campus-based Pre-sessional Programme D**

**Monday 05 August – Friday 20 September 2024**

Teacher induction runs from Monday 05 August to Friday 09 August 2024.

Initial contact with students Thursday/Friday.

### **Online Pre-sessional Programme D**

**Monday 15 July – Friday 30 August 2024**

Teacher induction runs from Monday 15 July to Friday 19 July 2024.

Initial contact with students Thursday/Friday.

**State clearly at the beginning of this section which Programmes or Programme you wish to be considered for (Campus-based Programme C, Campus-based Programme D, Online Programme C, Online Programme D). We will do our best to accommodate preferences, but allocation will be dependent upon student applications.**

## **Salary**

The position is Full Time and Fixed Term. Salary will be on Management and Specialist, Grade 6, spinal point 32, £39,347 GBP pro rata per annum.

## **Additional Information**

Please note, for this position, we will not be able to offer sponsorship and therefore you must be eligible to work in the UK.

**All applicants for both online and campus-based programmes must be based in the UK for the duration of their contracts.** 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.

All successful candidates, without exception, will be required to complete a 'Right to Work' check in line with UKVI requirements. **A right to work check must be conducted at least one day prior to the start of the contract. This applies to teachers with contracts for campus-based or online programmes. There may be the requirement for the Right to Work check to be conducted in person.**

**Subsidised on campus accommodation is available for tutors for the duration of their contracts if required.**

**Tutors must be available for the full duration of the programme.**

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 below. Use each criteria as a heading and provide clear and specific examples to illustrate how you meet each of them. Please read the information in the person specification table carefully. Only candidates meeting all essential criteria will 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 monitor students' progress and provide comprehensive spoken feedback and online written feedback.	1, 3
	Excellent IT skills	2, 3
	Ability to work as part of a team and willingness to share ideas and materials with colleagues.	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 within a UK HEI	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
Skills and abilities		
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, spinal point 32, £39, 347 per annum.

The appointment will be subject to the University's normal Terms and Conditions of Grade 6 and above 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.**

**Your application will be reviewed against the essential and desirable criteria below. Use each criteria as a heading and provide clear and specific examples to illustrate how you meet each of them. Please read the information in the person specification table carefully. Only candidates meeting all essential criteria will be shortlisted.**

**State clearly at the beginning of this section which Programmes or Programme you wish to be considered for (Campus-based Programme C, Campus-based Programme D, Online Programme C, Online Programme D). We will do our best to accommodate preferences, but allocation will be dependent upon student applications.**