

English for Academic Purposes Tutor

Job Ref: REQ260530

School/Department summary:

The **Academic and Learning Support Service (ALSS)** is a student-focussed service dedicated to enhancing academic success by providing academic writing, study skills and English language support to home and international students from a diverse range of educational, linguistic and cultural backgrounds. Based within the University Library, ALSS works closely with academic departments and other professional services to provide inclusive, accessible, and high-quality learning support. During the summer months, the Academic Language Support Service runs a number of Pre-sessional English for Academic Purposes programmes for international students.

Job Description

Job Family and Grade: Management & Specialist Grade 6

Job Purpose

- To provide support in English for academic purposes and study skills for international students to include Pre-sessional Programmes and year-round support.
- To contribute to 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 international and home students at Loughborough University to include Pre-sessional Programmes and year round delivery;
- Developing and maintaining materials for use in the classroom, on Learn (VLE) 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 to appropriate resources and support services within the university;
- 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 outlined in the document.

Organisational Responsibility

Reports to the: Academic Language Support Service Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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
Training	Willingness to undertake training as required.	3

Qualifications	An undergraduate degree.	1
	Teaching qualification (e.g. CELTA, PGCE or equivalent).	1
Other	A commitment to the University's Equal Opportunities policies.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of teaching UK students.	1 3
	Experience of delivering lectures.	1 3
	Experience of developing online materials.	1 3
Qualifications	DELTA or equivalent and/or a postgraduate degree in relevant subject.	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.