

JOB DESCRIPTION

Vacancy reference:	SRF34277
Post Title:	Pre-sessional EAP Teacher
Grade:	Based on Grade 6, point 31
School/Department:	International Study and Language institute
Reports to:	Pre-sessional Programme Director (Summer)
Responsible for:	N/A

Purpose

We are looking for a number of committed teachers with experience of teaching EAP to join our team for the summer Pre-sessional Programme to teach both online and face-to-face.

Main duties and responsibilities

- To teach English for Academic Purposes to Pre-sessional Programme students online and face-to-face in accordance with the course syllabus and materials, and as advised by the Programme Director and Course Directors.
- To assist in the administration and marking of continuous assessment and exit tests.
- To mark coursework and provide feedback to students.
- To set and mark homework as per course guidelines.
- To keep accurate records of students' attendance, progress and performance.
- To keep a daily record of the content of face-to-face classes.
- To attend the teacher induction before the start of the course
- To attend staff meetings as required by the Programme Director or Course Director(s).
- To attend and contribute to standardisation, training and professional development sessions during the programme.
- To assist, as and when required, in the evaluation of the programme and the teaching materials.
- To participate in welcome events for students.
- To dress and behave in a professional manner (as advised by your Course Director) when teaching both online and face-to-face.

Supervision received

Teachers are line managed by the Programme Director and will be given day-to-day supervision under the guidance of their Course Director(s).

Terms and conditions

The posts are full time.

In summer 2021 we anticipate that the programme will be delivered in fully online and blended (a combination of face-to-face and online learning) formats. Both formats will involve synchronous and asynchronous teaching activity. Teachers will be expected to teach up to 16 hours of live lessons per week face-to-face and/or online.

This summer all teachers will be working on the Whiteknights campus. Subsidised university accommodation is available for teachers, details of this accommodation will be sent to candidates successful at interview.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: December 2020

PERSON SPECIFICATION

Job Title	School/Department
Pre-sessional EAP Teacher	International Study and Language Institute

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to teach core EAP skills (incl. extended writing and research skills) • Ability to teach a range of levels (from IELTS 4.5-7.0) • Ability to learn to use new online platforms and tools quickly 	<ul style="list-style-type: none"> • Ability to use a range of online platforms and tools to conduct live lessons, monitor student engagement and deliver feedback
Attainment	<ul style="list-style-type: none"> • First degree or equivalent • Cambridge DELTA or equivalent <p>OR</p> <p>A postgraduate qualification <u>with a practical teaching component</u> (e.g. PGCE) in EAP, EFL, ELT, Applied Linguistics or equivalent</p> <p>OR</p> <p>A postgraduate qualification (e.g. MA) in EAP, EFL, ELT, Applied Linguistics or equivalent <u>plus a Cambridge CELTA or equivalent</u></p>	<ul style="list-style-type: none"> • Working towards or awarded BALEAP TEAP Fellowship (Associate / Fellow / Senior Fellow)
Knowledge	<ul style="list-style-type: none"> • UK HE academic practices, values and conventions • Awareness of BALEAP Competency Framework for Teachers of English for Academic Purposes (see www.baleap.org.uk/media/uploads/pdfs/teap-competency-framework.pdf) 	<ul style="list-style-type: none"> • Background in an academic area/subject discipline of particular relevance to Pre-sessional students (e.g. Management, Business, Law, Sciences)
Relevant Experience	<ul style="list-style-type: none"> • EAP teaching experience • Experience of teaching online • Experience of teaching a range of nationalities, especially Asian and Middle Eastern students • Experience of working effectively and collaboratively within a team 	<ul style="list-style-type: none"> • Experience of UK Pre-sessional teaching • Experience of tutor role (for academic and welfare support)

Disposition	<ul style="list-style-type: none"> • Reliable and flexible with an ability to manage time and workload to meet administrative and marking deadlines. • Collaborative and considerate with an ability to work professionally with a diverse teaching team and student cohort. 	
--------------------	--	--

Completed by: PSE Programme Director (Summer)	Date: December 2020
---	---------------------