

JOB DESCRIPTION

Vacancy reference:	SRF21745
Post Title:	Pre-sessional EAP Teacher
Grade:	Based on Grade 6, point 31
School/Department:	International Study and Language institute
Reports to:	Pre-sessional Course Director
Responsible for:	N/A

Purpose

Qualified (TEFL Diploma or MA TEFL/Applied Linguistics), experienced EAP teachers required for the summer Pre-sessional English Language course.

Main duties and responsibilities

- To teach English language and study skills to Pre-sessional Course students in accordance with the course syllabus and materials, and as advised by the Course Director.
- To assist in the administration and marking of continuous assessment and exit tests.
- To set and mark homework on a regular basis.
- To assist, as and when required, in the evaluation of the programme and the teaching materials.
- To keep accurate records of students' attendance, progress and performance.
- To keep a daily record of progress through the materials with each class.
- To complete reports on each student's performance in each of the three main components of the course.
- To attend a four-day briefing before the start of the course and a one-day de-briefing arranged at the end of the course.
- To attend a general staff meeting on Friday lunch-time every week. Lunch is provided.
- To attend other occasional staff meetings, as required by your Course Director.
- To attend evening welcome reception for students.
- To dress in a professional manner (as advised by your Course Director).

Supervision received

Teachers will be given supervision under the guidance of the Course Director.

Supervision given

N/A

Contact

N/A

Terms and conditions

An average of 19.5 hours student contact time per week is expected, plus attendance at a weekly staff meeting, the evening welcome reception for students, and other meetings concerned with staff development and standardising marking.

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: 5 December 2017

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 4.5-8.0) 	<ul style="list-style-type: none"> Ability to integrate IT into EAP teaching
Attainment	<ul style="list-style-type: none"> RSA Diploma or equivalent 	<ul style="list-style-type: none"> MA TEFL/Applied Linguistics
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 a particular academic area/subject discipline Working towards or awarded BALEAP TEAP Fellowship (Associate / Fellow / Senior Fellow)
Relevant Experience	<ul style="list-style-type: none"> EAP teaching experience 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"> Relevant EAP experience, especially of UK Pre-sessional teaching Experience of tutor role (for academic and welfare support)
Disposition	<ul style="list-style-type: none"> Well balanced, reliable, flexible, responsible, organised, sensitive and caring 	

Completed by: Dr Sarah Brewer, Head of EAP	Date: 5 December 2017
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