

JOB DESCRIPTION

Vacancy reference:	SRF26382
Post Title:	Pre-sessional EAP Teacher
Grade:	Grade 6
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, enthusiastic teachers with experience of teaching EAP to join our team for the summer Pre-sessional Programme.

Main duties and responsibilities

- To teach English for Academic Purposes to Pre-sessional Programme students 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 on a regular basis.
- To keep accurate records of students' attendance, progress and performance.
- To keep a daily record of progress through the materials with each class.
- 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 each week as arranged by your Course Director(s).
- To attend other occasional staff meetings, as required by the Programme Director or your Course Director(s).
- To assist, as and when required, in the evaluation of the programme and the teaching materials.
- To attend a welcome reception for students.
- To dress in a professional manner (as advised by your Course Director).

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).

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 reception for students, and other meetings concerned with staff development, standardisation/moderation and 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: 28 November 2018

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) 	<ul style="list-style-type: none"> • Ability to integrate IT into EAP teaching
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 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 	

Other	<ul style="list-style-type: none">• Demonstrable and up-to-date IT skills	

Completed by: Sarah Mattin	Date: 28 November 2018
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