

Associate Tutor in English for Academic Purposes (EAP) – School of Psychology and Humanities – Grade G

Job Description

Purpose

To play a role in the development, design, and delivery of English for Academic Purposes programmes in the School of Psychology and Humanities.

Duties

1. Act as a tutor on EAP courses modules under the guidance of a module leader.
2. Contribute to the team's work in developing EAP courses and relevant teaching materials.
3. Contribute to the development of course documentation such as course information packs.
4. Work with the team to mark student work, monitor student progress and provide feedback.
5. Actively participate as a member of the teaching team.
6. Attend and contribute to relevant meetings.
7. Attend any associated training and development sessions.
8. Carry out any other duties commensurate with the grade.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of EAP teaching in an academic environment (Application/Interview).
- Experience of developing teaching and learning resources (Application/Interview).
- Undergraduate degree (or equivalent) in a relevant subject (Application/Interview).
- CertTESOL, CELTA, or equivalent (Application/Interview).
- Dip TESOL, DELTA, equivalent qualifications or equivalent experiential learning (Application/Interview).
- Flexible, innovative approach to teaching (Application/Interview).
- Administrative precision and successful record of working to deadlines (Application/Interview).
- Proven ability to work both on own initiative and as part of team (Application/Interview).
- Ability to use IT and relevant software packages in the support of teaching and learning (Application/Interview).
- Excellent presentation and communication skills (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

- Flexibility to meet the demands of a rapidly changing educational environment (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of EAP teaching in UK HE contexts (Application/Interview).
- Experience of EAP or ELT work outside UK (Application/Interview).
- Qualification in teaching in HE (Application/Interview).
- MATESOL, MA Applied Linguistics or equivalent (Application/Interview).
- Commitment to continued professional development (Application/Interview).