

JOB DESCRIPTION



Job Title:	Associate Tutor in English for Academic Purposes (EAP)
School/Service:	Language and Global Studies
Grade:	G
Responsible to:	Director of Studies, Language Academy
Job Purpose: To Play a role in the development, design, and delivery of English for Academic Purposes programmes in the School of Language and Global Studies.	
Main Duties and Responsibilities: <ol style="list-style-type: none">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. Contribute to the ongoing development of assessment strategies, the assessment of student progress and provision of feedback.5. Actively participate as a member of the teaching team6. Attend and contribute to relevant meetings7. Continue to develop own teaching and learning skills.8. Attend any associated training and development sessions.9. Carry out any other duties commensurate with the grade.	

Signed:		Date:	
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PERSON SPECIFICATION

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Grade:	G

Attributes	Essential	Desirable
Work Experience	Experience of EAP teaching in an academic environment	Experience of EAP teaching in UK HE contexts.
	Experience of developing teaching and learning resources	Experience of EAP or ELT work outside UK
Education/ Qualifications	Good honours degree (or equivalent) in a relevant subject.	Qualification in teaching at HE
	CertTESOL, CELTA, or equivalent.	MATESOL, MA Applied Linguistics or equivalent.
	DipTESOL, DELTA, equivalent qualifications or equivalent experiential learning	
Skills/ Abilities	Flexible, innovative approach to teaching.	
	Administrative precision and successful record of working to deadlines.	
	Proven ability to work both on own initiative and as part of team.	
	Ability to use IT and relevant software packages in the support of teaching and learning.	
Other	An understanding of and commitment to the University's values as a framework for decisions, actions and behaviours.	Commitment to continued professional development
	Flexibility to meet the demands of a rapidly changing educational environment.	