



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	English for Academic Purposes (EAP) Tutor			
<b>DEPARTMENT</b>	English Language Centre			
<b>LOCATION</b>	Brayford Campus			
<b>JOB NUMBER</b>	SA9123	<b>GRADE</b>	6	<b>DATE</b> February 2018
<b>REPORTS TO</b>	Head of English Language Centre			

### CONTEXT

The English Language Centre (ELC) is seeking to appoint a suitably qualified and experienced EAP professional to join our Pre-sessional teaching team this summer.

The period of employment will cover the University of Lincoln's Pre-sessional English and Academic Study Skills (PEASS) on either the 10 week or 5 week programme. A number of positions are available for both streams (please let us know your preference), due to the increasing popularity of the course.

The ELC is a professional service located in the Student Services department of the University of Lincoln. The service provides English language support for international students both before and during their programme of study. The University of Lincoln is committed to enhancing the international student experience through the development of the English Language Centre.

### JOB PURPOSE

You will teach an average of 19 hours per week (18 hours per week on the 5-week course) on the Summer 2018 PEASS programme to students needing to raise their IELTS score by 0.5 - 1.0 of a band so that they reach an equivalent of a CEFR B2 level. Typically, our students arrive with an IELTS of 5.0 for the 10-week programme and 5.5 for the 5-week programme.

The **course dates** for teaching are:

- **10 week PEASS course:** Monday 2nd of July 2018 - Friday 7th September 2018
- **5 week PEASS course:** Monday 6th August 2018 - Friday 7th September 2018
- **Applicants are invited to provide an expression of interest in either of the dates indicated above on their application.**
- The course typically has 21 hours of teaching per week, between 9.30 am – 3.30 pm, Monday to Friday (Fridays being reserved for tutorials). However, from week to week hours might vary if there is a bank holiday or non-teaching days (following exams).
- Postholders will have the opportunity to remain in a pool of EAP teachers and may be offered some hours for general in-session support from September 2018 onwards.
- The hourly rate of pay includes 1 hour teaching and 1 hour prep (including marking).

## KEY RESPONSIBILITIES

### Planning & Organising

Liaise with the Head of the English Language Centre and the PEASS senior tutor. To prepare, plan and teach lessons to a high standard, based on the scheme of work provided by the English Language Centre.

### Classroom Discipline

To maintain classroom discipline, keep classrooms safe and tidy, maintain student and personal punctuality and begin and end lessons according to the timetable.

### Administration

To complete and keep up to date with the administrative paperwork as necessary (including assessment reports, classroom registers, marking and class records of work). Tutors will be expected to mark and assess student work, leading to an overall score for completion of the course.

Tutors will complete a folder with their students' final assessment materials to ensure compliance with UKVI audit requirements.

### Other

Participate and contribute to PEASS team meetings every Friday.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and dimensions of the role

As an experienced EAP Tutor, you will be required to manage your own time and determine priorities in order to achieve the required output.

### Key working relationships/networks

Internal	External
Head of the English Language Centre English Language Centre Senior Tutor English Language Centre Tutors English Language Centre Administrators	



UNIVERSITY OF  
LINCOLN

**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	English for Academic Purposes (EAP) Tutor	<b>JOB NUMBER</b>	SA9123
------------------	--	-------------------	--------

<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) References (R)</b>
<b>Qualifications:</b>		
An Honours degree or equivalent experience	<b>E</b>	<b>A</b>
Cambridge ESOL DELTA (or equivalent) teaching award or a Postgraduate qualification in a relevant EAP/EFL area	<b>E</b>	<b>A</b>
<b>Or</b> An RSA CELTA qualification, or a Trinity TESOL certificate or equivalent <b>with</b> appropriate EAP work experience.	<b>E</b>	<b>A</b>
A teaching qualification	<b>D</b>	<b>A</b>
<b>Experience:</b>		
EAP teaching experience	<b>E</b>	<b>AIR</b>
<b>Skills and Knowledge:</b>		
Effective practical classroom skills.	<b>E</b>	<b>AI</b>
Knowledge of EAP conventions of study.	<b>E</b>	<b>AI</b>
Excellent presentation and organisational skills.	<b>E</b>	<b>AIR</b>
Ability to analyse language in depth.	<b>E</b>	<b>IR</b>
Ability to provide constructive and explicit feedback on students' spoken and written work.	<b>E</b>	<b>IR</b>
Ability to identify and respond sensitively and appropriately to the needs of students from different cultural and academic backgrounds.	<b>E</b>	<b>AIR</b>
Ability to communicate accurately and fluently at a very high level of English proficiency in both speech and writing.	<b>E</b>	<b>AI</b>
Utilise a Virtual Learning Environment / Learning Management System to deliver and disseminate materials.	<b>D</b>	<b>AI</b>

<b>Competencies and Personal Attributes:</b>		
Ability to work independently and with teams within ELC.	<b>E</b>	<b>AIR</b>
Ability to manage time and workload effectively and to meet deadlines.	<b>E</b>	<b>AIPR</b>
Enthusiastic and adaptable.	<b>E</b>	<b>IR</b>
Ability to work flexibly and with high levels of personal organisation.	<b>E</b>	<b>AI</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	AH/JM	<b>HRBA</b>	CW
---------------	-------	-------------	----



