



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Pre-sessional (PEASS) Tutor				
DEPARTMENT	International College				
LOCATION	Brayford Campus				
JOB NUMBER	SA9216	GRADE	7 / Hourly Paid	DATE	May 2022
REPORTS TO	Deputy Head of International College / Pre-sessional Programme Manager				

CONTEXT

The International College is seeking to appoint suitably qualified and experienced English for Academic Purposes (EAP) professionals 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 the 5-week programme. A number of positions are available due to the increasing popularity of the course.

The International College 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 International College.

JOB PURPOSE

You will teach an average of 18.5 hours per week (including tutorials) on the Summer 2022 PEASS programme to students needing to raise their IELTS score by 0.5 - 1.0 of a band. Typically, our students arrive with an IELTS of 5.5 for the **5-week programme**.

The **course dates** for teaching are:

- **5-week online PEASS course:** Friday 29th July – Friday 2nd September 2022.
- **5-week on campus PEASS course:** Friday 19th August - Friday 23rd September 2022.
- The course typically has 15 hours of teaching per week, between 9.30 am – 1.00 pm, Monday to Friday. 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 PEASS teachers and may be offered some hours for new and upcoming programme offerings in addition to general in-sessional support from September 2022 onwards.
- The hourly rate of pay includes 1 hour teaching and 1.5-hour preparation (including marking).

KEY RESPONSIBILITIES

Planning & Organising

Liaise with the Deputy Head of International College and the Pre-session Programme Coordinators to prepare, plan and teach lessons to a high standard, based on the scheme of work provided by the International College.

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

Share the newly developed materials on the shared drive / VLE and ensure that changes made to the programme are communicated to the team.

Ensure that any material in relation to the assessments is collated and distributed in a timely and secure manner.

Work with the International College Administrative Team to coordinate and disseminate the results of the assessments undertaken, ensuring all processes tie in the University's policies in relation to the UKVI and Visa Compliance.

Complete individual student reports providing relevant feedback and gradings as directed by the Pre-session coordinators.

Other

Participate and contribute to Pre-session 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
<p>Head of the International College</p> <p>Deputy Head of International College / Pre-session Programme Manager</p> <p>Pre-session Programme coordinators</p> <p>International College Administrators</p> <p>Other services - university library, ICT, Student Support Centre, Student Wellbeing Centre, Health Centre</p>	



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
An Honours degree or equivalent experience	E	A
Cambridge ESOL DELTA (or equivalent) teaching award or a Postgraduate qualification in a relevant EAP/EFL area	D	A
Significant experience of working in EAP (English for Academic Purposes) at Higher Education level	E	AIP
Experience in creating English language teaching and learning materials	E	AIP
Experience of language assessment and testing strategies	E	AI
Experience of creating on-line/digital teaching and learning materials	D	AI
Skills and Knowledge:		
Developed knowledge of language testing and assessment practices in EAP	E	AI
Sound interpersonal, instructional and presentational communication skills	E	AI
Ability to work independently, but also work effectively as a member a wider team	E	AIPR
Excellent IT skills including competence in the production of web-based/electronic materials, presentation software and any relevant IT packages	D	AIP
In-depth knowledge of EAP conventions and practices	E	AIP
Competencies and Personal Attributes:		
Ability to work independently and with teams involved in international student support.	E	AIR

Ability to manage time and workload effectively and to meet deadlines	E	AIR
Ability to work flexibly and with high levels of personal organisation.	E	AIR
Enthusiastic and adaptable	E	AIPR
Business Requirements:		
Willingness to work irregular hours or travel abroad, if required	E	AI

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.

Author	AB	HRB	SL
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