

Job Title: Tutor in EAP

Grade: 7

Salary: £34,189 to £39,609 per annum

Department: English Language Teaching Unit

Hours/Contract: Full time, permanent

Reference: 887

Role Purpose

To deliver and assist in the design of a range of EFL and EAP courses for international students throughout the calendar year. To contribute significantly to the activities of the ELTU

Main Duties and Responsibilities	% Time
<p>Although this is primarily a teaching post, there is a general expectation that the postholder will develop a rounded knowledge of the duties and activities of the ELTU and the way in which it contributes to the overall welfare of the University. You will be required to teach up to 21 hours per week and to make a substantial contribution to other areas of ELTU activity such as course design, elearning, or materials development. A full list of current courses can be found on the ELTU website (www.le.ac.uk/eltu).</p> <p>The postholder will be required to:</p> <ul style="list-style-type: none"> • Teach general English and EAP for up to 21 hours per week to prospective undergraduate and post-graduate international students at the University of Leicester • Deliver individual tutorial support to international students as required • Coordinate courses as required • Collaborate with colleagues in the continuous review and development of courses • Collaborate with colleagues on the writing of tests • Undertake such specific departmental roles and management functions as may be reasonably required by the Head of Department • Undertake academic duties (eg setting examination questions, marking, invigilation) • Attend all ELTU staff meetings and Course Planning meetings • Ensure compliance with health and safety requirements in all aspects of work • Support and comply with the University and departmental teaching quality assurance standards and procedures including the provision of such information as may be required by the Department or the University • Contribute to the environment and teaching and learning experience at the ELTU 	<p>80</p> <p>20</p>
Internal and External Relationships	
<p>The postholder may be required create and maintain links with academic departments which have international students and to liaise closely with academic and support staff to ensure that relevant English language support is provided where needed.</p>	



Planning and Organising

There are no specific organisational duties other than course planning although tutors may be involved in development projects (materials writing, for example) for time to time. It is also highly likely that the postholder will be required to carry out the role of coordinator at some point in the year.

Qualifications, Knowledge and Experience

Essential

- Recognised TEFL qualification, such as a DELTA or the equivalent*
- Have substantial experience teaching in a variety of contexts
- Experience of teaching on pre-sessional or in-sessional EAP courses in a university context *
- First degree*

Desirable

- An MA in Applied Linguistics*
- Experience of EAP/ESP syllabus design*
- Taught EFL overseas*
- Experience of working successfully with Chinese and Arabic speaking learners
- A specialised TEAP qualification
- Qualified CELTA trainer

Skills, Abilities and Competencies

Essential

- Ability to work successfully with students from a range of cultural backgrounds
- Ability to teach students at different levels of linguistic competence
- Ability to take responsibility for the effective delivery of required teaching programmes
- Good effective communication (oral and written) skills, presentation and training skills
- Good interpersonal skills
- Ability to work effectively both independently and as a member of a team
- Ability to respond appropriately to difficult situations and use good judgement
- Ability to work under pressure

Desirable

- Ability in creating high quality teaching materials
- Ability in using elearning in blended or distance learning modes of delivery
- Ability in devising and writing high quality English language tests
- Experience of leading a small team in delivering a course or project

***Criteria to be used in shortlisting candidates for interview**

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.





Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

