



ROLE PROFILE

Job Title:	Tutor in English for Academic Purposes (fixed-term)
School/Department:	School of Education, Centre for English Language Education (CELE)
Job Family and Level:	Teaching and Learning, level 4
Contract Status:	Fixed-term contract
Hours of Work:	Full-time (36.25 hours per week)
Location:	Jubilee and/or University Park Campus (Nottingham)
Reporting to:	Course Leader for Summer Preessional Programmes

The Centre for English Language Education is looking to appoint a number of enthusiastic and committed teaching professionals, preferably with experience of teaching English for Academic Purposes (EAP) in UK Higher Education contexts, for courses of 4, 5, 6 and 10-weeks during summer 2019.

We offer a competitive tutor package, including:

- free accommodation close to the University campus, with private en-suite rooms and access to kitchen facilities & dining area (shared with other tutors on the course)
- a fully paid pre-course induction programme
- a supportive team of experienced Course Coordinators and colleagues
- an EAP syllabus which focuses on developing academic literacies through an integrated approach to reading, writing, listening and speaking (in-house teaching materials are provided)
- payment for pro rata holiday entitlement

Background

Established for over 20 years, CELE has an international reputation for student-centred teaching and is accredited by the British Council. We offer training and support to over 1,000 students on University of Nottingham Preessional EAP courses over 4 terms as well as to an additional 1,000+ students on Insessional modules across all faculties during the academic year.

Further details of the Centre are available at <http://www.cele.nottingham.ac.uk/>.

Main duties and responsibilities

- Participating in a 4 day induction
- Teaching as required, up to 20 contact hours per week (including cover)
- Working with other tutors and the Course Coordinators to ensure all aspects of course delivery meet the Centre's required standards and learning objectives.
- Administrative duties, including: preparing lessons, keeping records, supervising assessment procedures, marking to set criteria, writing reports and engaging in regular course and staff meetings
- Pastoral care of students, including language and study skills advice and weekly tutorials
- Continued development of skills and knowledge of EAP & EFL teaching methods and approaches
- Any other duties appropriate to the grade and role of the person appointed.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Appointments will be made on standard University of Nottingham terms and conditions.

Person specification

	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> • First degree or equivalent • A relevant postgraduate qualification (e.g. MA, MSc, PhD or PGCE), preferably in EAP, ELT, EFL or Applied Linguistics or equivalent** <p><u>and/or</u></p> <p>Cambridge DELTA or equivalent</p>	<ul style="list-style-type: none"> • Cambridge CELTA or recognised equivalent • For specialist courses, additional qualifications (and/or work-related experience) in the relevant subject area would be advantageous
Experience	<ul style="list-style-type: none"> • Experience in teaching English for Academic Purposes (EAP) and/or EFL/ESP to adults of different nationalities and different levels of proficiency*** 	<ul style="list-style-type: none"> • EAP teaching experience gained within the UK HE context, preferably on preessional programmes • For specialist courses, familiarity with one or more of the following subject areas: Engineering, Business & Management or Law.
Skills	<ul style="list-style-type: none"> • Effective and demonstrable EAP/EFL teaching skills and the ability to transfer these to the UK HE context • Thorough knowledge of the specific characteristics of English for Academic Purposes (EAP) • Ability to relate the demands of studying on a preessional course to degree level study, and to link current tasks, language and conventions to future academic practice • Ability to respond sensitively and appropriately to the needs of students from different cultural and academic backgrounds 	<ul style="list-style-type: none"> • Knowledge of a range of English language qualifications
Personal attributes	<ul style="list-style-type: none"> • Ability to manage time and workload and to meet administrative and marking deadlines • Ability to work flexibly and professionally with colleagues and managers and to adjust to the unique demands of a new educational context • Ability to participate as a member of a teaching and assessment team and to contribute positively to decisions affecting the work of the team. • Ability to reflect on teaching practice, consider and act upon constructive classroom observation feedback, and actively develop new teaching and learning skills 	
Other	<ul style="list-style-type: none"> • Proficiency in using Windows and the full Microsoft Office suite of applications 	<ul style="list-style-type: none"> • Familiarity with a range of IT software and virtual learning environments (e.g. Moodle).

Applications are welcomed from non-native speakers who have an IELTS score or equivalent of 8.0 or above.

* Applicants who do not meet the criteria listed as 'essential' above will not be considered for the role

** Candidates currently working towards an MA in EAP, EFL or Applied linguistics may also be considered for the role at the discretion of the Centre (as may candidates with PG qualifications in other areas)

*** Most students on CELE courses require an IELTS equivalent of between 6.0 and 7.0 in order to progress to their future departments and generally enter with a grade of 0.5 below their target

Course Dates (including Tutor Induction)

10-week courses (including specific programmes for Business & Management and Law)	Tuesday 9 th July – Thursday 19 th September (inclusive)
6-week courses (including specific programme for Business & Management)	Tuesday 6 th August – Thursday 19 th September (inclusive)
5-week courses (including specific programme for Engineering)	Tuesday 13 th August – Thursday 19 th September (inclusive)
4-week course (for students with unconditional offers)	Tuesday 20 th August – Friday 20 th September (inclusive)

Tutors must be available for the full duration of a course. Please note that the final date given is a working day.

Please provide details of availability with your application and clearly indicate which course(s) you are interested in (i.e. 10-week, 6-week, 5-week and/or 4-week).

Informal enquiries may be addressed to Victoria McPherson-Davis, Email: Victoria.McPherson-Davis@nottingham.ac.uk (please note that applications sent directly to this email address will not be accepted).