Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Tutor in English for Academic Purposes</th>
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</thead>
<tbody>
<tr>
<td>Job family and level</td>
<td>Teaching and Learning Level 4</td>
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<tr>
<td>School/Department</td>
<td>School of Education – Centre for English Language Education</td>
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<tr>
<td>Location</td>
<td>Jubilee and/or University Park Campus (Nottingham)</td>
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**Purpose of role**

The Centre for English Language Education is looking to appoint enthusiastic and committed EAP tutors for the University of Nottingham's 6 and 10-week presessional courses during summer 2020.

**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 and tutor development sessions during the course
- 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**

Accredited by the British Council, CELE offers a wide variety of training and support to international students at the University of Nottingham, with over 1,300 students attending our summer presessional programme in 2019. We are committed to a student-centred approach, based on an integrated syllabus which focuses on developing the academic skills required to succeed at University.

Further details of the Centre are available at [http://www.cele.nottingham.ac.uk/](http://www.cele.nottingham.ac.uk/).

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<th>% total time</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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| Induction    | Participating in a 4 day induction | 7% |
| Teaching and pastoral care | Teaching as required, up to 20 contact hours per week (including cover) | Pastoral care of students, including language and study skills advice and weekly tutorials | 45% |
| Administrative duties and standards | including: preparing lessons, keeping records, supervising assessment procedures, marking to set criteria, writing reports and engaging in regular course and staff meetings | 45% |
- Working with other tutors and the Course Coordinators to ensure all aspects of course delivery meet the Centre’s required standards and learning objectives.

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<thead>
<tr>
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<th>Development</th>
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<tbody>
<tr>
<td>4</td>
<td>• Continued development of skills and knowledge of relevant teaching methods and approaches</td>
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<th>Other</th>
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<td>5</td>
<td>• Any other duties appropriate to the grade and role of the person appointed.</td>
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## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills** | - Effective and demonstrable teaching skills and the ability to transfer these to EAP within the UK HE context  
- Ability to help students adapt to academic language, discourse and the demands & conventions of studying in the UK HE context  
- Ability to relate the demands of studying on a presessional course to degree level study, and to link tasks to future academic practice  
- Ability to respond sensitively and appropriately to the needs of students from different cultural and academic backgrounds  
- Ability to participate as a member of a teaching and assessment team and to contribute positively to decisions affecting the work of the team  
- Demonstrable and up-to-date IT skills (ability to use the Microsoft Office suite)  
- Theoretical and practical knowledge of the particular characteristics of English for Academic Purposes (EAP)***  
- Familiarity with a range of IT software and virtual learning environments (e.g. Moodle)                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                               |
| **Knowledge and experience** | - Experience in teaching English as a Foreign/Second Language and/or English for Academic Purposes to adults of different nationalities and different levels of proficiency** and/or  
- Experience in teaching academic skills within the HE and/or FE sector                                                                                                                                                                                                                                                                                                                                                                                   | - EAP teaching experience, preferably gained on presessional programmes within the UK HE context  
- For specialist courses, knowledge of one or more of the following subject areas: Engineering, Business & Management or Law                                                                                                                                                                                                                                                                                     |
| **Qualifications, certification and training (relevant to role)** | - One or more of the following postgraduate qualifications:  
  - MA / MSc (etc.)*  
  - PGCE*  
  - Cambridge DELTA / Trinity DipTESOL (or recognised equivalent)*  
- A postgraduate qualification in EAP, EFL, ELT, TESOL, Applied Linguistics or equivalent  
- For specialist courses, additional qualifications (and/or work-related experience) in the relevant subject areas                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                               |
Applications are welcomed from non-native speakers who have an IELTS score or equivalent of 8.0 or above.

* We will consider applicants whose PG qualifications are in progress, provided that they meet the essential criteria for experience.

** 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.

*** For candidates without this, we strongly suggest you do some background reading before interview (if selected).

### Course Dates (including Tutor Induction)

<table>
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<tr>
<th>Course Type</th>
<th>Date Range</th>
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<tr>
<td>10-week courses</td>
<td>Tuesday 7(^{th}) July – Thursday 17(^{th}) September (inclusive)</td>
</tr>
<tr>
<td>6-week courses</td>
<td>Tuesday 4(^{th}) August – Thursday 17(^{th}) September (inclusive)</td>
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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 and/or 6-week).

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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Line manager

Course Coordinators

Role holder

Tutor in English for Academic Purposes

Key stakeholder relationships

Colleagues

Students
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