Job title	Tutor in English for Academic Purposes	Job family and level	Teaching and Learning Level 4
School/ Department	Education – Centre for English Language Education	Location	Jubilee Campus

Purpose of role

The School has a successful English for Academic Purposes (EAP) programme providing Presessional and Academic language and communication skills courses for students going on to UG and PG programmes at Nottingham and elsewhere. This role supports this programme by providing teaching, course leadership, curriculum development and quality assurance. The role also contributes to other programmes offered by the School (e.g. commercial courses, UG and PG programmes).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% total time
1	**Teaching and pastoral care** ▪ Teaching as required, up to 20 contact hours per week (including cover) ▪ Assessment of submissions and final tests including taking part in standardisation procedures and second / third marking when necessary ▪ Pastoral care of students, including language and study skills advice and weekly tutorials. Provide support and guidance to students, including personal and academic tutoring	45%
2	**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 ▪ Working with other tutors and the Course Coordinators to ensure all aspects of course delivery meet the Centre's required standards and learning objectives. ▪ Supervise and support tutor teams as course coordinator during key points of the year ▪ Contribute to the academic administration and quality assurance of EAP provision in areas such as tutor induction and support, tutor observation and feedback, student induction, monitoring and evaluation, admissions, summer tutor recruitment, attendance at course and staff meetings in the Centre and School of Education, exam boards and pre exam boards.	40%

3	**Development (professional, curriculum, scholarship)** • Continued development of skills and knowledge of relevant teaching methods and approaches • Contribute to curriculum development, materials development and innovation, including new courses. • Maintain scholarship in the area of EAP by, for example, engaging in collaborative research into pedagogy and practice, contributing to staff development sessions, attending and presenting at conferences, and/or engaging in scholarly activities, both published and unpublished, which can be disseminated internally and externally.	12%
4	**Other** • Any other duties appropriate to the grade and role of the person appointed.	3%

Person specification

	Essential	Desirable
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 for presessional, insesssional and elective courses.	- 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)	A postgraduate qualification to Masters level in EAP, EFL, ELT, TESOL, Applied Linguistics or equivalent and Cambridge DELTA / Trinity DipTESOL (or recognised equivalent) AND/OR	For specialist courses, additional qualifications (and/or work-related experience) in the relevant subject area would be advantageous

	▪ Cambridge CELTA / Trinity CertTESOL (<u>or</u> a postgraduate qualification which includes a practical teaching component) plus extensive EAP experience.	

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

Line manager

Course Leaders

Role holder

Tutor in English for Academic Purposes

Key stakeholder relationships

Colleagues   Students