



English for Academic Purposes (EAP) & Study Skills Tutor

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: English for Academic Purposes (EAP) & Study Skills Tutor

Working hours: Flexible (approx. 20 hrs/wk) usually between Monday to Friday 9am to 6pm. (Note: there may be occasion when you will be asked to work some evenings/Saturdays)

Job Purpose & Background:

To support programmes prior to (or during) HE study at DGHE which includes modules to develop English language and study skills as well as academic subject knowledge.

Lessons will be delivered that prepare students fully for participation on their programme. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology to provide students with a varied, lively and purposeful experience.

Main Duties & Responsibilities

- Deliver English for Academic Purposes (EAP) and/or Academic Study Skills to students from a range of linguistic, educational and cultural backgrounds
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners
- Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Contribute to an encouraging environment in which accepted rules of academic behaviour are consistently applied
- Select, prepare and use teaching and learning materials appropriate for students and contribute relevant materials to any shared resources
- Assess students throughout their EAP and Study Skills modules, regularly creating, providing and marking both formative and summative evaluations
- Provide detailed oral and written feedback to students and other stakeholders, for example, the Head of Centre and Quality, Head of Academic Development, Head of Student Wellbeing and Experience, and Director, as required
- To liaise with Heads of School and Programme Managers and give timely feedback as necessary
- To support the teaching staff with the continued development of teaching strategies
- The ability to disseminate best practice within Schools and across College
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, test invigilation)
- Collaborate in the development of teaching, learning and assessment materials
- Populate the VLE (Moodle) and other resources with relevant materials for both students and staff to access
- Attend and contribute to college meetings and training sessions as required

Secondary Duties

- Liaise with the Head of Student Experience and Wellbeing to ensure a quality student experience is delivered
- Provide pastoral and general welfare support to students under the supervision of the Head of Student Experience and Wellbeing.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at our discretion.

Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	A Bachelor's degree and CELTA.	Evidence of commitment to professional development. Trinity Dip TESOL or MA TESOL	Application form Certificates Interview
Experience	At least 3 years EFL teaching & assessing experience.	Recent experience of teaching study skills to (international) students within a UK Further or Higher Education context) Ability to work within a closely knit, collaborative team of tutors.	Application form Interview Certificates
Legal Status	Appropriate DBS disclosure. Eligibility to work in and travel freely in the UK		Application form. Enhanced DBS will be requested prior to appointment for successful candidate. Documentation