

## **JOB DESCRIPTION**

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

**Working hours:** Part-time hourly paid. Days/times to be agreed

### **Job Purpose & Background:**

To support pathway programmes prior to and during HE study at DGHE which include modules to develop English language and study skills as well as academic subject knowledge.

Lessons will be delivered both on campus and online to 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 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
- Develop and maintain 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 the shared resources
- Assess students throughout their EAP/Study Skills tasks, as well as formative and summative submissions
- 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 Experience and Wellbeing, and Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g., accurate attendance records and student progress reports)
- Collaborate in the development of teaching, learning and assessment materials (including Moodle resources)
- Continuously revise and update the existing teaching and learning materials to ensure they adhere to higher education standards and address student needs
- Attend and contribute to college meetings and training sessions as required

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.

Person Specification	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	A Bachelor's degree and a Cambridge DELTA, Trinity DipTESOL or MA TESOL	Evidence of commitment to professional development	Application form Certificates Interview
<b>Legal Status</b>	Appropriate DBS disclosure. Eligibility to work in and travel freely in the UK		The successful candidate will be required to obtain Enhanced DBS clearance prior to appointment Documentation
<b>Experience</b>	At least 3 years EFL teaching & assessing experience.	Recent experience of teaching EAP/Study skills to (international) students within a UK Further or Higher Education context  Experience in online teaching  Experience creating teaching and learning materials  Ability to work within a closely knit, collaborative team of tutors.	Application form Interview Certificates