

JOB DESCRIPTION

Job Title: English for Academic Purposes (EAP) Tutor

Grade: 5

Responsible to: The Library Learning & Teaching Lead

Job Purpose:

To be part of a team providing in-session English language skills support and advice for Falmouth University and University of Exeter students, researchers and staff at the Penryn and Falmouth Campuses in Cornwall. The team deliver taught modules/courses, tutorials and workshops, in person and online.

Main Duties and Responsibilities:

Develop and deliver modules/classes on the in-session English language programme. This includes subject-specific academic language skills across a range of disciplines and levels from undergraduate to post-doctoral, as well as general and social English courses.

Provide 1 to 1 tutorials with students. These appointments involve working closely with students: explaining how work meets or fails to meet academic requirements and working with the student to understand how they can improve or develop their work. Tutorials involve reading student work beforehand and recording details for statistical, evaluation and quality purposes.

Work closely with staff in other Student & Academic Support teams on the delivery of academic support and training; co-deliver sessions where appropriate and refer students to other services as required.

Articulate recurrent areas of student difficulty and propose working practices that will allow the team to better meet the needs of students and academic teams.

In collaboration with the team, research, develop and update learning resources, including online resources. Regularly review and evaluate current resources to ensure continuous improvement.

To employ a range of learning methods and activities so that the student group remain actively engaged. To deliver classes using a range of media.

Contribute to the promotion of the Language Skills service to all students and staff.

Support and contribute to extra-curricular events that enhance the international student experience.

Provide advice and training for academic and professional services staff to raise awareness of the issues involved in supporting students and share best practice.

Engage in continuous professional development through training, networks and research to maintain an up to knowledge of relevant learning and teaching developments. Share this knowledge within and outside of the team to facilitate continuous service development.

General Duties

Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.

Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.

Agree personal and team objectives and work to achieve them, developing both individually and collectively.

Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.

Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION**Post Title: EAP Tutor**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>Educated to degree level.</p> <p>Appropriate NQF level 7 English Language teaching qualification(s), preferably including DELTA.</p>	<p>Appropriate HE teaching qualification (e.g. PGCHE)</p> <p>Fellowship of HEA.</p>
Experience / Knowledge	<p>Significant experience and knowledge of teaching English for Academic purposes within an HE environment, preferably in the UK</p> <p>Significant experience of teaching adults in groups and individually.</p> <p>Demonstrable experience of developing academic and/or subject specific English Language courses and materials for diverse groups of students</p> <p>Experience of efficiently managing a complex workload across a range of services and systems.</p>	<p>Experience of teaching subject-specific in-session courses.</p> <p>Knowledge of the international student experience and context in the UK HE sector.</p> <p>Experience of providing support for students with specific learning difficulties</p> <p>Experience of English language testing and internationally recognised tests.</p>
Skills / Personal Requirements	<p>Strong interest in helping students to reach their potential.</p> <p>Flexible approach that is receptive and responsive to change and the unexpected, and ability to work under pressure.</p> <p>Excellent communication, interpersonal skills</p> <p>Ability to work both on own initiative and collaboratively</p> <p>Strong organisational and administrative skills.</p>	

	<p>Excellent IT skills and proactive engagement with new technology.</p> <p>Good time management skills/ability to balance competing priorities.</p> <p>Submit and pass an Enhanced DBS check</p>	
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