

## JOB DESCRIPTION

<b>Job Title:</b>	Tutors sought for Pre-sessional English programme and the unit, English for Academic Purposes (EAP) within the first year of a 4-year bachelor's degree
<b>Start date:</b>	September 2016
<b>Contract:</b>	Renewable 12 (pre-sessional) or 10-week (EAP unit) fixed-term contract with a view to ongoing termly employment throughout the 2016-2017 academic year to a maximum of 40 weeks per annum
<b>Reports to:</b>	LBIC Head of English
<b>Location:</b>	London Bedfordshire International College
<b>Holiday:</b>	5.6 weeks per annum (including Public Holidays) pro rata

### Job Purpose & Background

Oxford International and University of Bedfordshire have entered into an agreement to provide the initial stage (Year 0/Level 3) of four-year bachelor's degree programmes at a teaching Centre situated on the main university campus in Luton. These programmes will prepare international students for the later stages of their bachelor's degrees at Bedfordshire and will contain courses to develop their English language and study skills as well as academic modules.

Tutors will deliver lessons that prepare students fully for their participation in their university programme. The lessons will 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

- Teach Pre-sessional English, English for Academic Purposes (EAP) and/or Academic Study Skills to international undergraduates and graduate 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 classroom environment in which accepted rules of behaviour are consistently applied
- Select, prepare and use teaching and learning materials appropriate for international students and contribute relevant materials to the to the tutors' shared resource drive

- Assess students throughout their modules by 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 English, the Head of Administration and College Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Contribute to the development of schemes of work and assessment materials
- Populate the University VLE with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes
- Adhere to both the UoB and LBIC codes of conduct for staff

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	HIGHLY DESIRABLE	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Bachelor’s degree and a Cambridge CELTA or Trinity CertTESOL</li> </ul>	<ul style="list-style-type: none"> <li>• A Cambridge DELTA or Trinity DipTESOL</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s degree in TEFL/TESOL (or working towards one)</li> </ul>
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure</li> <li>• Eligibility to work in and travel freely in the UK.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• EFL teaching experience preferably within a UK further or higher education context</li> </ul>	<ul style="list-style-type: none"> <li>• Adept at the use of latest technological teaching aids</li> <li>• Some experience of/interest in curriculum development and/or student assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience of teaching English overseas</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Empathy with international students and an understanding of their needs</li> <li>• Flexibility and adaptability</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the higher education environment</li> <li>• High level IT skills</li> </ul>	

