

## JOB DESCRIPTION

Job Title:	English for Academic Purposes (EAP) & Study Skills Tutors
Start dates:	June, July and September 2017
Contract:	Contracts of various lengths
Reports to:	ICD Head of English
Working hours:	Up to 20 hours per week
Location:	International College Dundee
Holiday:	5.6 weeks per annum (including Public Holidays)

### **Job Purpose & Background**

Oxford International Education Group (OIEG) and the University of Dundee have entered into an agreement to provide pathway programmes on the University's Perth Road campus. These programmes prepare international students for undergraduate and postgraduate degrees at the University of Dundee and include modules to develop their English language and study skills as well as academic subject knowledge.

Tutors deliver lessons that prepare students fully for participation in their university programme. The lessons adopt an interactive, student-centered 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 international 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 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 English, the Administration Manager, 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)
- Collaborate in the development of schemes of work, assessment materials & Handbooks
- Populate the VLE (Blackboard) with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for International College Dundee programmes
- Adhere to both the University of Dundee and ICD 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	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	PVG Scheme membership	Application form Enhanced DBS will be requested prior to appointment for successful candidates Documentation
<b>Experience</b>	At least 3 years EFL teaching & assessing experience.	Recent experience of teaching study skills to international students aged 16 and above within a UK Further or Higher Education context  Ability to work within a closely knit, collaborative team of tutors.	Application form Interview Certificates