



Job Profile

Job title	EAP & Study Skills Tutors		
Division/dept	International College Dundee		
Working hours	Up to 20 hours per week	Start date	3 rd January 2018
Annual leave	5.6 weeks per annum including public holidays		
Reports to	ICD Head of English	Location	Dundee
Salary	£25 per contact hour		
Job purpose			
<p>Oxford International Education Group (OIEG) and the University of Dundee have entered into an agreement to provide pathway programmes in the University's City Center campus. International College Dundee offers a range of first year undergraduate and postgraduate programmes for international students at the University of Dundee and include modules to develop their English language and study skills as well as academic subject knowledge.</p> <p>Tutors deliver lessons that prepare students fully for participation in the second year of their university 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.</p>			

Main duties and 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		
	Essential	Desirable
Statutory requirements	Eligibility to live and work in in the UK Willingness to undergo a PVG check or overseas equivalent	PVG Scheme membership
Qualifications	A Bachelor's degree and a Cambridge DELTA, Trinity DipTESOL or MA TESOL	Evidence of commitment to professional development
Experience and knowledge	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
Personal qualities	Empathy with international students and an understanding of their needs Flexibility & adaptability Excellent communication skills, oral & written Commitment to the development of ICD	Understanding of the higher education environment High level IT skills

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.