



## Job Profile

<b>Job title</b>	EAP & Study Skills Tutors		
<b>Division/dept</b>	International College Dundee		
<b>Working hours</b>	Up to 20 hours per week	<b>Start date</b>	Various. From June 2018
<b>Annual leave</b>	5.6 weeks per annum including public holidays		
<b>Reports to</b>	ICD Head of English	<b>Location</b>	Dundee
<b>Salary</b>	£25 per contact hour		
<b>Job purpose</b>			
<p>Oxford International and the University of Dundee have entered into an agreement to provide pathway programmes in the University's City Centre campus. International College Dundee offers a range of first year undergraduate and postgraduate programmes for international students at the University of Dundee and includes modules to develop their English language and study skills as well as academic subject knowledge.</p> <p>Teachers 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 in order to provide students with a varied, lively and purposeful experience.</p>			

<b>Main duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Deliver English for Academic Purposes (EAP) and/or Academic Study Skills to international students from a range of linguistic, educational and cultural backgrounds</li> <li>• Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners</li> <li>• Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours</li> <li>• Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied</li> <li>• Select, prepare and use teaching and learning materials appropriate for international students and contribute relevant materials to the to the teachers' shared resource drive</li> <li>• Assess students throughout their EAP and Study Skills modules, regularly creating, providing and marking both formative and summative evaluations</li> <li>• 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</li> <li>• 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)</li> <li>• Collaborate in the development of schemes of work, assessment materials &amp; Handbooks</li> <li>• Populate the VLE (Blackboard) with relevant materials for students to access</li> <li>• Attend and contribute to college meetings and training sessions as required</li> </ul>

- Act as a positive ambassador for International College Dundee programmes
- Adhere to both the University of Dundee and ICD codes of conduct for staff

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Statutory requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to live and work in in the UK</li> <li>• Willingness to undergo a PVG check or overseas equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• PVG Scheme membership</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Bachelor’s degree and a Cambridge DELTA, Trinity DipTESOL or MA TESOL</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of</li> <li>• commitment to professional development</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• At least 3 years EFL teaching &amp; assessing experience</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of teaching study skills to international students aged 16 and above within a UK Further or Higher Education context</li> <li>• Ability to work within a closely knit, collaborative team of tutors</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Empathy with international students and an understanding of their needs</li> <li>• Flexibility &amp; adaptability</li> <li>• Excellent communication skills, oral &amp; written</li> <li>• Commitment to the development of ICD</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the higher education environment</li> <li>• High level IT skills</li> </ul>

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.