

Job Description and Person Specification for: English Tutor for Academic Purposes	
Department: Student Services	Reports to: Student Wellbeing Services Manager (London)
Salary (Grade/Point/Annual/Pro rata): Band D	Responsible for: Responsible for the co-ordination and delivery of a range of activities which develop students' independent study and English language skills.
Hours per week/FTE: 0.49 FTE	Shift Pattern: TBC
<p>Job Purpose/Summary:</p> <p>The post holder will teach a range of academic and language development strategies and study skills to students on undergraduate and postgraduate courses, utilising specialist skills to support students for whom English is not their first language. EAP Tutors are expected to work in partnership with academic and professional services staff to provide students with a comprehensive service which is innovative, collaborative, and connected.</p> <p>EAP Tutors enhance students' language and academic skills, motivating students to realise their ambitions through the co-ordination and delivery of an inclusive service which complements the academic curricula of the specialist subject areas within the University.</p>	
<p>Main Responsibilities/Key Tasks:</p> <p>The main responsibilities to include:</p> <ol style="list-style-type: none"> 1. To undertake specialist teaching and tutorial responsibilities, including initial skills assessments, implementing a range of inclusive teaching methodologies to provide appropriate support in order to enable students to receive a high quality educational experience. 2. To devise and document pre-sessional, bespoke courses, workshop plans and individual schemes of work as required, ensuring current, relevant and effective teaching is consistently delivered across the service. 3. To deliver teaching in accordance with the requirements of Descriptor levels 1 – 2 of the 'UK Professional Standards Framework for teaching and supporting learning in higher education'. 4. To contribute to the enhancement of the student experience through effective delivery of specialist responsibilities in order to meet student expectations, and to support recruitment, retention and progression. 5. To promote high levels of student performance in accordance with the institution's strategic aims and objectives regarding the student experience. 6. To maintain information and documentation on the service in the delivery of duties as required. <p>Additional Duties</p> <ol style="list-style-type: none"> 7. To demonstrate support for the University College's commitment to equal opportunities and its Dignity, Diversity and Equality Policy. 8. To demonstrate support for the University College's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility. 9. To undertake other activities identified from time to time commensurate with the level of the post. 	

<u>Requirement:</u>	<u>Essential:</u>	<u>Desirable:</u>
Education, Training and Qualifications	Honours degree level qualification	PG Cert Ed. or equivalent Qualification(s) relating to the use of English for Academic Purposes
Skills and Knowledge	Engaging approach to the design and delivery of teaching Competence in administration Expertise in delivering technology enhanced learning Excellent communication, and presentation skills and an ability to convey both simple and complex information and academic concepts Excellent interpersonal skills to relate well to students and staff Excellent problem-solving skills Accurate word processing and data entry Effective time management skills	
Experience	Relevant employment experience.	Previous experience of working in HE
Personal Attributes	Professional conduct: the appreciation of the sensitivity and confidentiality in the post Excellent attention to detail Flexible and adaptable approach Commitment to providing a professional, responsive and high quality service to clients Commitment to own continuous personal and professional development	
Abilities	An ability to develop and use effective, flexible and innovative approaches to	

	<p>learning, teaching and assessment</p> <p>An ability to work independently and as part of a team</p> <p>Ability to work as part of a team and build effective working relationships with a wide range of colleagues</p> <p>An ability to develop and foster students' learning skills</p>	
Other Requirements		

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**NB:** *The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.*

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.