



Pre-sessional Tutor in English for Academic Purpose

Reference: R220269.

Salary: £ 29,614 to £ 35,326, per annum. Grade 7, depending on experience

Contract Type: Fixed term

Basis: Full Time

Job description

Job Purpose:

To deliver high-quality, innovative and impactful teaching on Aston University's Pre-sessional Programmes in English for Academic Purposes.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To deliver high-quality teaching on the Pre-sessional Programmes in English for Academic Purposes, following a clearly defined curriculum and using provided materials.
- ▶ To ensure that all aspects of course delivery, assessment and administration meet required standards and learning objectives.
- ▶ To provide one-to-one academic and personal tutoring support to students in person and online, as appropriate.
- ▶ To define individual and groups of students' learning objectives, assess students' progress and provide high quality, actionable formative and summative feedback, in person and using online tools, as appropriate.
- ▶ To carry out formative and summative assessment in a timely manner using set criteria; report marks within the deadlines required.
- ▶ To engage fully with quality assurance and enhancement processes.
- ▶ To actively participate in weekly staff meetings, standardisation meetings, and any other meetings which may be required.
- ▶ To promote excellence in learning and teaching, contribute ideas, share expertise, materials and good practice.
- ▶ To collaborate with other staff members in a professional and collegiate manner.
- ▶ To undertake any other teaching or administrative duties appropriate to the role of the person appointed.

Additional responsibilities

- ▶ To engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ To ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ To carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ To promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Good first degree or equivalent.</p> <p>RSA/UCLES CELTA or equivalent.</p> <p>UCLES DELTA or equivalent and/or Master's degree in a relevant subject (e.g. TEFL/ TESOL/ ELT/ EAP/ Applied Linguistics).</p>	Curriculum vitae
Experience	<p>Experience of teaching and assessing EAP and/or ESP</p> <p>Experience of teaching online and in a blended learning environment, using a range of platforms and tools</p>	Curriculum vitae and interview
Aptitude and skills	<p>Ability to teach EAP and/or ESP to students with varying English levels, of different nationalities and backgrounds</p> <p>Ability to plan and deliver own teaching and tutorials in line with curriculum and student learning needs, with guidance if needed</p> <p>Competence in the use of virtual learning environments such as Blackboard and other online platforms and tools</p> <p>Ability to communicate accurately and fluently at a very high level of English proficiency in both speech and writing</p> <p>Ability to manage time and workload effectively in an intensive environment</p> <p>Ability to work flexibly and as part of a team</p>	Interview

	Desirable	Method of assessment
Experience	Experience of teaching EAP in a UK Higher Education environment, particularly on pre-sessional courses	Curriculum vitae and interview
Aptitude and Skills	<p>Knowledge of or experience of working with the academic discourse of Business and Management</p> <p>Awareness of the BALEAP Competency Framework for Teachers of EAP.</p>	Interview

How to apply

You can apply by emailing your CV and a covering letter to Ania Bailey, Head of CELCA, a.bailey@aston.ac.uk.

Applications should be submitted by 23:59pm on the advertised closing date. Applications will be assessed as they arrive and interviews will take place on a rolling basis until the posts are filled, in person or via MS Teams.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ania Bailey

Job Title: Head of Centre for English Language and Communication (CELCA)

Email: a.bailey@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

New immigration system from 1 January 2021

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens who were not resident in the UK before 31 December 2021 will need to get a visa in advance.

You can find more information [here](#)

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the [UKVI website](#). Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

- Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>
- Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to

apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**