

## Job Purpose and Job Description

<b>Job Title:</b>	Teaching Fellow in English for Academic Purposes (EAP)
<b>Department:</b>	<a href="#">Academic Writing Centre</a> (AWC)
<b>Faculty:</b>	UCL Institute of Education
<b>Location:</b>	UCL, Bloomsbury Campus
<b>Grade:</b>	7
<b>Reporting to:</b>	<a href="#">Preparation for Academic Studies in Higher Education</a> (PASHE) Programme Leader
<b>Salary:</b>	£37,936 - £41,163 (inclusive of London allowance)

### Job purpose:

The post holder will implement the PASHE syllabus, addressing the [Programme Learning Outcomes](#), to prepare students for postgraduate study on UCL Institute of Education's masters and doctoral programmes, assessing student progress and attainment, as well as promoting and directing personal and independent learning through one-to-one tutorials.

The post holder will teach and work as part of the PASHE team under the direction of the PASHE Programme Leader, ensuring that the course provides the best possible academic and English language preparation for prospective UCL Institute of Education students.

### Teaching context

The PASHE programme is an academically challenging and intensive course that runs in the summer for 12, 8, and 6 weeks. The students are preparing for entry to the Institute of Education's postgraduate programmes, at both masters and doctoral level. Students are aiming for [UCL 'Good' to 'Advanced' levels of English](#) (equivalent to IELTS 7.0 - 7.5).

The positions report to the PASHE Programme Leader and the post holder may work closely with other Academic Writing Centre Senior Teaching Fellows who help co-ordinate the delivery of the course.

The AWC is located within the Institute of Education's main building in Bloomsbury in central London. EAP Teaching Fellows may teach in various rooms across UCL's campus, all within close proximity to the Academic Writing Centre.

## Main duties and responsibilities

### 1. Teaching and learning

1.1 Provide up to 21 student contact hours per week. This includes classroom teaching, tutorials, and any other academic activities that support student learning.

1.2 Complete all direct teaching related activities, including but not limited to preparation, setting and marking course work and assessments, providing feedback, liaising with colleagues on course delivery, communicating with students, and maintaining teaching records.

1.3 Deliver high quality EAP lessons that fulfil the PASHE Learning Outcomes, employ appropriate approaches and methods, and meet learner needs.

1.4 Use and fully exploit the University's virtual learning environment (Moodle) and the AWC's [Writing Centre Online](#) resources to enhance learning and teaching.

1.5 Act as a personal tutor to an assigned group of students via weekly tutorials outside of class time, providing effective academic and pastoral care, referring them on, where appropriate, to the relevant staff, and alerting the Programme Leader to more serious issues.

### 2. Team work and communication

2.1 Work effectively as part of a team to ensure the sharing of knowledge, approaches and materials to the benefit of students, teachers and the department.

2.2 Liaise closely with PASHE colleagues on preparation, assignments and assessments, student attendance, progress and attainment and all other relevant matters.

2.3 Attend weekly team briefings, an end-of-course review meeting, and any other meeting that may be required. Attend the full teacher induction programme prior to the start of the course.

### 3. Assessment, feedback and monitoring

3.1 Undertake assessment of students, for both formative or summative purposes, and complete all associated tasks, including invigilation, standardisation, moderation and marking.

3.2 Regularly use a variety of formative assessment to monitor learning, using the outcomes to inform future teaching and learning activities.

3.3 Provide prompt, specific, and constructive oral, written feedback (including via Moodle) on learner performance.

3.4 Maintain clear records on the attendance, progress, and attainment of students, providing relevant and up-to-date information to the Programme Leader and Programme Administrator as requested.

3.5 Write progress reports, when necessary, and end-of-course reports on student attendance, progress and achievement.

### 4. Staff development

4.1 Monitor, self-evaluate and revise current classroom practice through reflection, collaboration with colleagues, engagement with the [TEAP Competency Framework](#), and invitation of student feedback.

4.2 Keep up to date with developments in EAP teaching, learning and assessment through reading, participation in any Continuous Professional Development sessions held during the programme and collaboration with colleagues.

4.3 Participate in the PASHE Teacher Observation Scheme to ensure good practice in teaching, learning and assessment.

**5. Other duties**

5.1 To assist in the student induction, welcome reception and PASHE Poster Conference, as directed by the Programme Leader and AWC Senior Teaching Fellows.

5.2 Adhere to all UCL and AWC policies and guidelines, such as Equal Opportunities and Health and Safety.

5.3 Carry out any other duties as within the scope, spirit and purpose of the job as requested by the Programme Leader.

**Other important features and requirements of the job**

**Salary**

All newly appointed EAP Teaching Fellows are paid at Grade 7 Spine Point 33, or £37,936, per annum (including the London Allowance of £2,980). This equates to a weekly pay of £729.54. In addition to this, Teaching Fellows receive holiday pay, paid out at the end of the contract.

**Course dates**

12-week Course: 8 June – 8 September 2016

8-week Course: 6 July – 8 September 2016

6-week Course: 20 July – 8 September 2016

The course dates include two full days of paid induction on the Thursday and Friday immediately before the students' arrival.

Due to the intense, complex nature of the courses, applicants must be available for the entire duration of the programme, including teacher induction.

**Accommodation**

No on-campus accommodation is provided with these posts.

University College London

**PERSON SPECIFICATION**

**EDUCATION/QUALIFICATIONS**

	<b>Essential</b>	<b>Desirable</b>
A first degree	X	
TEFL Q status (Diploma in TEFL/TESOL, or equivalent, such as relevant PGCE)	X	
A Master's degree in Applied Linguistics/TESOL or similar (including applicants who are currently undertaking MA programmes).		X
High proficiency in English, equivalent to IELTS 8.0 in each sub-skill	X	

## EXPERIENCE/KNOWLEDGE

	Essential	Desirable
Experience of teaching EAP pre-sessional in a university setting, preferably in the UK	X	
Experience of preparing students for postgraduate studies in Social Sciences and Humanities		X
Experience of providing academic writing and pastoral support (tutorials) in a university context	X	
Experience of working with Chinese learners		X
Experience of using <i>and/or</i> willingness to learn how to use Moodle as a VLE throughout the course and Turnitin GradeMark for providing formative feedback	X	

## OTHER SKILLS / ATTRIBUTES

	Essential	Desirable
Excellent teaching skills, with the ability to plan and deliver lessons with clear and appropriate aims, learner-appropriate tasks and materials based on a syllabus	X	
Ability to work with students, materials and tasks in the field of Education and engage with the ideas they present	X	
Ability to employ tasks, processes and interactions that foster student independent learning and learner responsibility	X	
Ability to give appropriate feedback on oral and written student performance for all language skills at various language levels	X	
Excellent communication and interpersonal skills, with the ability to deal effectively with students and colleagues in a culturally aware and respectful manner	X	
Strong administrative and IT skills, including Microsoft Office suite, email and VLE	X	
Strong organisational skills, with the ability to plan ahead, manage preparation and marking time effectively and balance competing pressures	X	
Enthusiastic and committed to teaching and to the subject matter, with an innovative and flexible approach	X	

## UCL Taking Action for Equality