**JOB DESCRIPTION**

Job Title: Pre-sessional Lecturer

**Campus: Hendon**

**Grade: 7**

**Salary: £49.82 per teaching hour, including Outer London Weighting, plus holiday pay. Meetings and other non- teaching work is paid at the base rate of £19.93 per hour**

**Period: Temporary**

**Reporting to: Pre-sessional Academic Manager**

**Job Holder: Vacant**

**Role Summary**

The role will be held by an experienced teacher of English as a Foreign Language and developing academic who combines professional practice activities with learning and teaching and a broader contribution to the pre-sessional programme.

**Job Purpose**

To provide learning and teaching to the benefit of pre-sessional students, and to conduct and contribute to investigation and improvement activities in professional practice and knowledge transfer, to the benefit of the Service, the University and the wider community.

**Main responsibilities**

**Learning and teaching**

* Deliver high quality teaching to pre-sessional students up to 21 hours per week
* Design, develop and review EFL and EAP teaching activities and materials
* Identify best and innovative practices in professional training, learning and teaching and build them into personal teaching practice
* Maintain an understanding of professional practice in the field of EAP to inform personal teaching practice
* Contribute to pre-sessional programme review and design
* Give effective advice, guidance and feedback to students, both orally and in written form, to support their academic progress
* Conduct formative and summative assessment as required by Academic Manager
* Enhance student experience and outcomes

**Practice and knowledge transfer**

* Investigate and reflect on professional standards and practices
* Engage in professional practice activities, such as the provision of advice to EFL practitioners and/or development of EAP or EFL materials
* Develop and maintain a network of professional contacts in the sector and the wider community
* Assist colleagues in ensuring that research has impact beyond academia

**Academic Leadership and Management**

* Contribute to the administration of the academic programme, by supporting student induction, attendance monitoring, attending weekly meetings, etc
* Advise and coach colleagues
* Undertake other activities, as required

**Knowledge, Skills and Experience**

**Essential**

* Undergraduate degree
* DELTA and/or CELTA + Masters degree in relevant discipline
* Proven ability to deliver high quality teaching in the field of EFL
* Understanding of good professional practice in learning and teaching, including a sound understanding of the Communicative Approach and its application in EAP
* Commitment to completing formal training in academic practice
* Previous experience in conducting formal assessment in the field of EFL and/or EAP

**Desirable**

* Previous experience of working collaboratively to deliver on shared objectives
* Previous experience of teaching EAP in the UK HE sector
* Proven experience of planning and managing time and resources efficiently

Hours: Normally 21 hours teaching per week plus 1 hour of meetings.

Leave: No entitlement. Payment in lieu is paid at 21.4% of the base rate

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements, the duties / location of this post and the role of the post-holder may be changed after consultation. Teachers may be required to work either an early or late shift.