

## JOB DESCRIPTION

**Job Title:** Pre-sessional Lecturer  
**Campus:** Hendon  
**Grade:** 7  
**Salary:** £50.82 per teaching hour, including Outer London Weighting, plus holiday pay. Meetings and other non-teaching work is paid at the base rate of £20.33 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 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 plus 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.