



## JOB DESCRIPTION

<b>Job Title:</b>	Pre-sessional English Language Tutor
<b>Department / Unit:</b>	Centre for the Development of Academic Skills (CeDAS)
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Senior Programme Staff
<b>Purpose of the Post</b>	
To deliver high-quality EAP teaching on RHUL's Pre-sessional English Language Programme (PELP) for prospective international undergraduate and postgraduate students.	
<b>Key Tasks</b>	
<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>• To deliver up to 20 hours per week of student contact, incl. academic English language, literacy, and study skills and consultations, and to ensure all associated duties, incl. preparation of classes, marking and timely feedback are performed to the required standard;</li><li>• To deliver classes within the prescribed course syllabus (note that extensive teaching materials are available) and ensure that all aspects of the PELP course delivery, both teaching and teaching related, meet the stated aims and learning outcomes;</li><li>• To plan and manage own workload effectively whilst on the PELP;</li><li>• To assist in the organization, invigilation and marking of any course work or assignments as required, including essays, and oral assessments, and to participate in the standardisation of assessments;</li><li>• To ensure that all PELP course administration is completed accurately and in a timely manner.</li><li>• To attend weekly PELP tutor meetings and to address any action points as required;</li><li>• To engage actively with peer and evaluative observations;</li><li>• To assist in the student induction programme, welcome reception and farewell event as required.</li></ul>	
<b>Team Work, Teaching and Learning Support, Pastoral Care</b>	

- To work effectively as part of a team, e.g. sharing best practice with other tutors;
- To contribute to a positive work atmosphere by being responsible, reliable and flexible to meet the demands of the role;
- To report any significant academic or pastoral concerns to the PELP leadership team, as appropriate.
- To contribute to the ongoing development of the PELP by providing constructive feedback through course evaluations;
- To actively use Moodle and additional e-learning tools to enhance teaching and learning on the PELP;
- To be able to relate to PELP students with diverse backgrounds, ages and experiences;
- To carry out such duties as may reasonably be requested by the line manager or senior PELP staff.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.