

**JOB DESCRIPTION**

English and Study Skills Tutor

Ref: 0541-24

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| **Job Title:** English and Study Skills Tutor | **Present Grade:** Grade 6 Professional |
| **Department/College:** External Relations | |
| **Directly responsible to:** Head of Department: English Language (Lancaster University College at Beijing Jiaotong University) | |
| **Supervisory responsibility for:** N/A | |
| **Other contacts:** Other Tutors and the Coordinators | |
| **Internal:** The Library, the Student Registry, ISS, Professional Services | |
| **External:**  Staff at BJTU | |
| **Major Duties:**   1. To contribute to teaching and assessments on the English and Study Skills (ESS) modules in year one and two of the LUC@BJTU partnership degree course either face-to-face or online 2. To ensure student punctuality, attendance, and appropriate behaviour in class/teaching rooms 3. To follow schemes of work as determined by the LU ESS Curriculum, to deliver these schemes of work effectively, to set independent learning activities and provide formative feedback to students 4. To maintain up-to-date records of student attendance, course work marks and test scores 5. To secure the best performance from each student at their level both during the course and in final exams and assessments 6. To contribute to the preparation of end of term reports on and for students 7. To act as a personal tutor to a small group of students, meeting with them regularly on a group or individual basis to discuss progress or any difficulties if required 8. To conduct assessments with students, in the first semester, to place in appropriate level groups 9. Supervise and mark project dissertations where required 10. Provide cover for other tutors where necessary 11. Normally the position will require up to 25 hours per week of classroom teaching   **OTHER RESPONSIBILITIES**   1. To give support in the planning, organisation, and delivery of programmes 2. To give support with producing, updating, and distributing supplementary teaching materials 3. To support local English teaching staff with course delivery, professional development, record keeping and assessment 4. To positively contribute to the academic and co-curricular life of LUC@BJTU campus in Nan Hai. 5. To contribute to the development and/or revisions to existing courses or new courses in terms of design, content, structure, form of delivery, assessments etc. 6. To attend departmental staff meetings, exam boards and training days as appropriate 7. To keep up to date with developments in EAP and the use of e-learning resources 8. To maintain an appropriate dress code and to ensure teaching rooms kept in good order 9. To work in a collegial fashion and foster productive relations with other members of staff 10. To inform the Head of International Pathways of resources and materials requirements 11. To participate in accreditation events, in China, during the development of new access arrangements, such as new Foundation Programmes (if required) 12. To participate in professional development activities where appropriate   To carry out other duties as required by the Head of Overseas Programmes  Full-time (37.5 hours per week)  Holiday allocation - 5 weeks (25 days) per year | |