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| **Addendum** This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.  |
| **Job Title:** | Lecturer B in English for Academic Purposes (0.6 fixed term) |
| **Background Information/Relationships** The School of Literature and Languages is a vibrant and innovative School with an international research and teaching portfolio. The English for Academic Purposes (EAP) team provides tuition for the whole institution, including pre-sessional, in-sessional and bespoke courses. They also deliver an online, CPD course for external teachers: Teaching English for Academic Purposes (TEAP).We are seeking to appoint a Lecturer in English for Academic Purposes (EAP). This is an 8-month fixed-term maternity cover appointment. The successful candidate will be required to deliver in-sessional support classes and contribute to the leadership and delivery of the summer Pre-sessional programme. In addition they may need to conduct aptitude testing for applicants to a master’s programme in Interpreting. |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile. |
|  | **Essential/Desirable** |
| Master’s degree in TESOL, Applied Linguistics or equivalent | E |
| Teaching qualification, e.g. CELTA, DELTA, Postgraduate Certificate in Teaching in HE | E |
| Experience of teaching English for Academic Purposes, preferably in a UK HE context | E |
| Experience of English language testing and assessment | E |
| Excellent verbal and written communication skills | E |
| Good administrative and organisational skills | E |
| Ability to work as part of a team | E |
| Experience of leading and coordinating English language courses | D |
| **Special Requirements**  | **Essential/Desirable** |
| During the PS11 course (19 June – 8 Sept), only one week of annual leave can be taken | E |

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| **Key Responsibilities**This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Role Profile. |
| **Programme Leadership**Working alongside a PS11 Coordinator (1.0) to contribute to the leadership of the 11-week summer Pre-sessional programme, including:* Recruitment and selection of associate teaching staff
* Programme planning
* Classroom observations
* Leading weekly team meetings
* Line managing tutors
* Student pastoral care

**Teaching** * Deliver online lessons as part of the Pre-sessional 21 course
* Deliver generic face to face in-sessional EAP courses and tutorials
* Emergency cover for summer pre-sessional teaching

**Testing and Assessment*** Administer interpreting aptitude tests for MA applicants
* Contribute to the design of Pre-sessional Listening, Reading and Writing tests

**N.B. The above list is not exhaustive**. |