

SUMMER PRE-SESSIONAL 8-WEEK COURSE 2025

ASSOCIATE LECTURER SPECIFIED DUTIES

Background to the courses

The course prepares international students from a range of countries to undertake undergraduate or postgraduate degrees at the University of Surrey. As such, the programmes include English for Academic Purposes, research skills and raising awareness of the future academic and cultural environment. All students will have offers from the University which are conditional on the successful completion of a pre-sessional course

Dates

Monday 7 July – Friday 29 August 2025

Duties

1. Induction

An online paid induction of two days on Wednesday 2nd and Thursday 3rd July.

2. Teaching and Assessment

- 15 class contact hours per week plus one-to one tutorials
- preparation of lessons
- setting and marking of homework and formative tasks
- administration and marking of summative assessments
- second marking of samples of work
- test invigilation

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3. Administrative Duties

- tutorials
- accurate record keeping
- attend weekly meetings
- attendance at exam board

4. Working Hours

It is expected that tutors will teach every morning from 9:30-13:00 (with a 30-minute break) and do tutorials, attend meetings and do preparation and marking every afternoon. Given the intensive nature of the programme, tutors should not have any pre-arranged holidays or other substantial commitments during the period of their contract. It is expected that there will be a certain amount of evening and weekend working, particularly around assessment deadlines.

5. Payment Details

The standard pay rate £778.79 for a 36-hour week. An additional 12.07% is paid in lieu of annual leave. Payment will be made directly to staff bank accounts on the last working day of the **following** month (i.e. one month in arrears).