**UNIVERSITY OF SURREY**
**SCHOOL OF LITERATURE AND LANGUAGES**

**SUMMER PRE-SESSIONAL COURSES 2018**
**ASSOCIATE TUTOR SPECIFIED DUTIES**

**Background to the courses**

The courses prepare 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 settling in to the academic and cultural environment. The vast majority of students will have offers from the University which are conditional on the successful completion of a pre-sessional course. As such, these are ‘high stakes’ programmes. A small number of students, usually on the 5-week courses, will have unconditional degree offers and will be taking their course as optional preparation for study in the UK.

**Dates of Courses for Students**

- **PS12**: 19th June – 7th September (12 weeks)
- **PS8**: 16th July – 7th September (8 weeks)
- **PS5**: 6th August – 7th September (5 weeks)

**Duties**

1. **Induction**

   A paid induction programme:
   - **PS12**: 15th and 18th June (15th June for new Surrey staff only)
   - **PS8**: 12th and 13th July (12th July for new Surrey staff only)
   - **PS5**: 2nd and 3rd August (2nd August for new Surrey staff only)

2. **Teaching and Assessment**

   - 21 class contact hours per week
   - preparation of lessons
   - setting and marking of homework and progress tests
   - administration and marking of coursework and assessments, using online marking tools where required
   - second marking of samples of work
   - test invigilation

Please note: this does not constitute a contract or a job offer
3. **Meetings**

- Pre-course meetings: See induction dates above
- Post-course meetings: Friday 7th September
- Weekly staff meetings: Normally on either Monday or Friday afternoons
- Exam board: Final week of course

4. **Administrative Duties**

- tutorials on 1-1 or group basis as required
- end-of-course report writing
- accurate recording of all marks
- accurate recording of attendance on class registers (using Excel)
- maintenance of clear records of work completed in class and for homework

5. **Social Programme Duties**

- attending student welcome reception
- attending farewell event
- optional attendance on full-day trips with students

  **Provisional dates for trips:**
  - Saturday 7th July 2018
  - Saturday 28th July 2018
  - Saturday 18th August 2018

  **Note:** Attendance on day-trips is not compulsory but an additional payment of £108.00 per trip will be made to those teaching staff who choose to attend.

### Working Hours and Absences

It is expected that tutors will remain on campus between 09.00 and 17.00, Monday to Friday for the completion of duties during and outside teaching hours. Given the intensive nature of the programmes, tutors should not have any pre-arranged holidays or other substantial commitments during the period of their contract. Valid requests for leave of absence, other than for sickness, will be considered on a case-by-case basis and must be pre-approved; tutors may be asked to make up any missed contact hours, where feasible.

### Payment Details

Tutors will need to submit a completed Associate Staff Payroll claim form (green form PAY 003) to the Programme Leader on specified dates at the end of each month. Payment will be made directly to staff bank accounts on the last working day of the **following** month (i.e. one month in arrears).