

**UNIVERSITY OF SURREY
SCHOOL OF ENGLISH AND LANGUAGES**

**SUMMER PRE-SESSIONAL COURSES 2014
ASSOCIATE TUTOR SPECIFIED DUTIES**

Information about students

English for Academic Purposes (EAP) for students going on to study for UG or PG degrees at Surrey in October, advanced study skills and settling in to new life on campus. The majority will have an offer from the University of Surrey conditional on the successful completion of the pre-sessional course. Others may already have an unconditional offer from the University.

Dates of Courses

PS8: 21st July – 12th September (8 weeks)

PS5: 11th August – 12th September (5 weeks)

PSEM (English for Management): 11th August – 12th September (5 weeks)

Specified Duties

Tutors are required to undertake

- 1, Induction - a paid 1-2 day induction programme
 - PS8: 17th – 18th July
 - PS5 & PSEM: 7th – 8th August

1. Meetings - pre course meetings: - TBA by Course Co-ordinator.
 - post course meetings: - All courses: pm Friday 12th Sept
 - weekly staff meetings: - As required by the Course Coordinator

2. Associated Duties - preparation of lessons
 - testing & interviewing students on day 1
 - setting and marking of homework and progress tests
 - administration and marking of coursework and assessments including test invigilation
 - providing tutorials on 1-1 or group basis as required
 - attending certificate presentation on last day
 - report writing
 - recording of all marks, copies of assignments etc in course files
 - accurate recording of attendance on class registers
 - maintenance of clear records of work completed in class & homework set

3. Teaching -tutors are normally required to be present on campus between 0900 hours and 1700 hours (minus 1 hour for lunch) but this requirement may be waived at the discretion of the Course Co-ordinator. It is essential, however, that the tutor can be contacted and s/he may be required to come in if necessary.
- teaching up to 22 contact hours (50 minutes) per week as required by the Course Coordinator
4. Social Programme Duties - attending student welcome reception
- attending farewell reception
- accompanying students on full-day trips, as required, for which an additional £108.00 per trip will be paid.

Provisional dates for 2014:

- Saturday 9th August
- Saturday 30th August

NB: All tutors may not be required to accompany all excursions, but they are expected to be available to attend unless informed otherwise by the Course-Co-ordinator.

Payment Details

You will need to submit a completed Associate Staff Payroll claim form (green form PAY 003) to the Course Co-ordinator on the following dates for the full weeks' work you have done up to then. Payment will then be made directly to your bank account on the last working day of the **following** month (i.e. one month in arrears).

For example in 2014:

Submit Claim Form	For work done between:	Payment received
Friday 1 st August	7 th July – 1 st August	Friday 29 th August
Friday 29 th August	4 th – 29 th August	Tuesday 30 th September
Friday 12 th September	1 st – 12 th September	Friday 31 st October