EAP TUTOR X2
Directorate of External Relations

Closing date: 01 October 2021
Interview date: 18 October 2021
Reference number: LAN010A
INTRODUCTION

This role sits within the Language Centre which is situated in the Directorate of External Relations. The main functions of the Language Centre are to support the university’s internationalisation strategy and to contribute to its commitment to inclusivity. There are two main strands to our activity, the first of which is our Pre-sessional English Programme.

We run courses throughout the year, but the 10-week and 5-week courses attract the largest cohorts of students. These courses have seen a significant growth over the past 4 years and it is envisaged that we will continue to grow our PSE programmes. This will include developing more discipline specific courses and exploring the opportunities that online teaching and learning present. The second area of activity relates to our in-sessional programmes which support international students during their studies. This is also an area of expansion for the Language Centre. We are currently working with Schools across the institution to develop more bespoke forms of support. In addition to these main activities, the Language Centre is increasingly being asked to support activities with partner institutions through designing bespoke courses, supporting course development and advising on assessment practices.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The main purpose of this role is to teach on our pre-sessional and sometimes on our in-sessional English programmes both online and face to face. Therefore, the focus of this role is delivering classes in accordance with syllabi and course specifications, setting prescribed assessments and giving feedback/feedforward. In addition, you will be expected to share best practice and contribute to various meetings such as feedback sessions and in-house CPD events.

KEY RESPONSIBILITIES:

- Teach up to 20 hours per week
- Follow guidelines within course guides and syllabus specifications
- Administer, mark and give feedback on assessment tasks
- Keep up-to-date records and carry out routine administration
- Attend co-ordination, monitoring and team meetings
- Contribute to decisions regarding student progression
- Work with students to foster development and autonomy
- Develop own teaching materials to support learning
- Act as first point of contact for routine pastoral and welfare issues
- Work collaboratively and supportively within a team
- Engage in the debates and discussions related to best practice within the sector

CANDIDATE BACKGROUND

We are looking for committed and professional EAP specialists. You should have extensive experience of working with different levels from A2 – B2 as well as working with students from different cultural backgrounds. You will have a proven track record of supporting learners, identifying individual needs and helping develop autonomous
approaches to learning. The ideal candidate will be passionate about teaching and committed to their own personal development. You will be reliable, dynamic and flexible with an ability to manage your own time to meet administrative and marking deadlines. Lastly, you will have the ability to work professionally with a diverse teaching team in a collaborative and considerate manner.

**TERMS OF APPOINTMENT**

Salary will be at the appropriate point on the Grade 5, £28,332- £31,865 per annum and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here.

Due to the nature of the requirements of this post, homeworking is not considered appropriate.

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

**AT A GLANCE**

**SALARY:**
Grade 5
£28,332- £31,856 per annum

**HOURS OF WORK:**
37.5

**CONTRACT TYPE:**
Substantive

**LOCATION:**
Aberdeen
## Person Specification

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<th><strong>Education/Qualifications</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| Academic, technical and professional education and training | • Educated to degree level  
• Relevant teaching qualification | • TEFL Q qualification e.g. Diploma or Post graduate study  
• BALEAP TEAP / HEA fellowship |

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<th><strong>Work and Other relevant experience (including training)</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| e.g. Specialist knowledge, levels of experience, supervisory experience, research | • Relevant EAP teaching experience some of which has been delivered online  
• Experience of working with learners from diverse cultural backgrounds  
• Experience of working with learners with different levels of English  
• A proven track record of supporting learners and their individual needs  
• A proven track record of working independently and within teams | • Experience of teaching ESAP courses  
• Experience of integrating e-learning tools into classroom practice  
• Experience of Blackboard VLE  
• Experience of developing learning support materials |

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<th><strong>Personal qualities and abilities</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| e.g. initiative, leadership, ability to work on own or with others, communication skills | • Self-motivation and flexibility  
• Excellent organisational and time management skills  
• Good computer skills  
• Excellent interpersonal skills  
• The ability to work collaboratively contributing to cohesive teamwork  
• Commitment to principles of equality and diversity | • Demonstrated commitment to continuing professional development |

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<th><strong>Other</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<td>e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.</td>
<td>• The post may require short periods of teaching with our partner institutions</td>
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open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.

CURRENT CONTEXT

The University continues to build on its achievements. Underpinning our high performance and significant growth is a £100m investment in Aberdeen’s estate which will include the completion of a new Science Teaching Hub, the regeneration of the historic King’s Quarter and a new Business School building. The University has also invested in 50 new academic posts and in 2020 launched five interdisciplinary, cross-institution Research Centres that will catalyse world-leading research in our areas of strength. Our five Interdisciplinary Challenges are: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing.

ABERDEEN 2040

On our 525th anniversary as a University we launched Aberdeen 2040, our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
  We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.

- **Interdisciplinary**
  We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.

- **International**
  We connect with others and extend our networks and partnerships around the world. We think across borders.

- **Sustainable**
  We understand and nurture our environment, and take care of our resources, including our people and finances. We work responsibly.
OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen’s Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships in e.g. Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students and have been named 32nd in the world for International Outlook. The University of Aberdeen is proud to be the first UK University to operate on a dedicated campus in Qatar. Phase 1 of this partnership with AFG College has successfully recruited over 600 students. Phase 2 will see the creation of a substantially larger campus, with capacity for at least 5,000 students and research activity. For further information on our Qatar campus visit www.abdn.ac.uk/qatar.

IMPACT

Our dedication to building a sustainable future is reflected in the Times Higher Education Impact Rankings 2021 where we were ranked in the top 60 Universities worldwide for positive impact on society. In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2021 we were listed in the global Top 50 for 6 of these goals and in the UK Top 20 for all 17.

1 Times Higher Education World University Rankings 2021
2 QS World University Rankings 2021
3 Times Higher Education Impact Rankings 2021
THE DIRECTORATE OF EXTERNAL RELATIONS

The Directorate is part of Professional Services which consists of a number of student and academic focussed areas as well as other corporate and support areas.

The Directorate’s responsibilities include overseeing all student recruitment and engagement activities for all markets across all undergraduate and postgraduate degrees. The Directorate also oversees the University’s Communications and Digital Communications, the Language Centre, Public Affairs and Stakeholder Engagement, Events, Marketing and Brand Development.
ABERDEEN AND ABERDEENSHIRE

Scotland’s third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland’s top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including His Majesty’s Theatre, Music Hall, Art Gallery, the P&J Arena, Museums, and Beach Leisure Centre. The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland’s most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find our more visit www.visitabdn.com
EQUALITY AND DIVERSITY

The University values a diverse working environment and recognises the benefits this can bring. The University is keen to receive applications from individuals from across all of the equality protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The University supports opportunities for flexible working for a range of reasons and has policies in place to facilitate this. The policies can be found at https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php.

The University’s commitment to gender equality has been recognised through the achievement of an Athena SWAN Bronze award at an institutional level and across all its subject areas. The University is also a Stonewall Diversity Champion to further LGBT+ equality.

The University is signed up to Advance HE’s Race Equality Charter, affirming the University’s commitment to the charter’s aim of improving the representation, progression and success of minority ethnic staff and students within higher education.

Candidates who are British Sign Language (BSL) users can contact us directly by using contact SCOTLAND-BSL.

The University is delighted to be accredited as a Disability Confident employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is 01 October 2021

Should you wish to make an informal enquiry please contact:

Julie Bray, Head of Language Centre, e-mail: j.bray@abdn.ac.uk

Please do not send application forms or CVs to Ms. Bray

Please quote reference number LAN010A on all correspondence