

# EAP TUTOR (ONLINE)

## *DIRECTORATE OF EXTERNAL RELATIONS AND MARKETING: LANGUAGE CENTRE*

**Closing date:** 08 June 2020

**Interview date:** MULTIPLE

**Reference number:** EXT056A



## INTRODUCTION

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The Language Centre plays a key role in supporting the University's internationalisation strategy. Our pre-session courses provide an important pathway for international students to gain entry into the University

The Language Centre is committed to supporting International students throughout their studies at the University. One of the main goals of our pre-session courses is to help our students understand the key skills needed for successful study in Aberdeen University. We are looking for enthusiastic teaching professionals to join our team over the summer. There is a teaching load of 20 hours per week this consists of traditional classes, self-guided group activities, and individual tutorials. As the courses are delivered online, applicants should have access to a computer with Windows 7 or later as well as WIFI access.

## JOB DESCRIPTION

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### *Main purpose of the role:*

The main focus of these posts is to teach on our summer online pre-session programmes:

- 10PSE 29th June – 4th September (On-line Induction: 25th – 26th June)
- 5PSE 3rd August – 4th September (On-line Induction: 30th – 31st July)

These courses are designed to help international students meet the language requirements for university entry and also to help students develop the language and skills necessary to study in a British University. Fundamental to the success of this are student-centred activities that foster autonomous learning strategies

### *Key Responsibilities:*

- Up to 20 hours/ week online activity including seminars, webinars and tutorials
- Providing individualised support through weekly tutorials
- Administering, marking and giving feedback on assessment tasks
- Ensuring up-to date record keeping and administration
- Attending online co-ordination, monitoring and progression meetings



## CANDIDATE BACKGROUND

We are seeking teaching professionals who are committed to supporting their learners.

You should be a graduate with a CELTA (or equivalent teaching qualification). Experience of teaching EAP on a Pre-sessional programme is advantageous, but candidates with different types of teaching experience will also be considered. The successful candidates will be able to work to deadlines, enjoy working in teams and have the ability to work with learners from diverse cultural backgrounds. As the course is delivered online, candidates should have access to a computer, good computer skills, and Wi-Fi.

### AT A GLANCE:

**SALARY:**

Grade 5  
£28,332 per annum pro  
rata (plus a market  
supplement of £14 per  
hour)

**HOURS OF WORK:**

28h per week  
(12h during induction  
week)

**CONTRACT TYPE:**

Fixed term

10 weeks course

25/06/2020 - 4/9/2020

5 weeks course

30/07/2020 - 4/9/2020



## PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<b>Education/Qualifications</b> Academic, technical and professional education and training	<ul style="list-style-type: none"> <li>Degree</li> <li>CELTA or equivalent teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>DELTA or relevant postgraduate qualification</li> </ul>
<b>Work and Other relevant experience (including training)</b> e.g. Specialist knowledge, levels of experience, supervisory experience, research	<ul style="list-style-type: none"> <li>A minimum of 1 years relevant teaching experience</li> <li>Experience of working with learners from diverse cultural backgrounds</li> <li>Experience of implementing &amp; recording a variety of assessment tasks and providing timely and relevant feedback</li> <li>A proven track record of supporting individual learners</li> <li>A proven track record of working independently and within teams</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching abroad</li> <li>EAP experience within a HE Context</li> <li>Experience of working with Blackboard or other similar learning platforms</li> <li>Experience of online tutoring or delivering online courses</li> <li>Ability to use common software packages, ICT and learning platforms within a teaching and learning context</li> </ul>
<b>Personal qualities and abilities</b> e.g. initiative, leadership, ability to work on own or with others, communication skills	<ul style="list-style-type: none"> <li>Self-motivation and flexibility</li> <li>Excellent time management skills</li> <li>Good computer skills</li> <li>Excellent interpersonal skills</li> <li>The ability to work with others</li> </ul>	
<b>Other</b> e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.	<ul style="list-style-type: none"> <li>The final week of the course may necessitate work</li> <li>Access to a computer with Windows 7 or later as well as WIFI access</li> </ul>	



## UNIVERSITY OF ABERDEEN

*Open to all and dedicated to the pursuit of  
truth in the service of others*

Aberdeen is a broad based, research intensive University, which puts students at the centre of everything it does. Outstanding in a wide range of discipline areas, Aberdeen has also been credited for its international reach and its 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.

### 2019 HIGHLIGHTS

SCOTTISH UNIVERSITY OF THE  
YEAR (TIMES & SUNDAY TIMES)

70TH IN THE WORLD FOR  
RESEARCH CITATIONS (THE)

32ND IN THE WORLD FOR  
CONTRIBUTION TO THE UN  
SUSTAINABLE DEVELOPMENT  
GOALS (THE)

28TH MOST INTERNATIONAL  
UNIVERSITY IN THE WORLD  
(THE)

15TH EQUAL IN THE UK FOR  
OVERALL STUDENT SATISFACTION  
(NSS)

11TH BEST STUDENT INTAKE IN  
THE UK (TIMES & SUNDAY TIMES)

PERCENTAGE OF SCOTTISH  
INTAKE FROM MOST DEPRIVED  
AREAS UP FROM 4.5% IN  
2018/19 TO 9% IN 2019/20

### CURRENT CONTEXT

The University will build on the significant achievements above in 2020 and beyond. 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 2020 will see the launch of 5 Interdisciplinary, cross-institution Research Centres that will catalyse world-leading research in our areas of research strength. The 5 Interdisciplinary Challenges are: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing.

The University of Aberdeen is a recent recipient of The Queen's Anniversary Prize, awarded to recognise world-class excellence in innovation and practical benefit to people and society. The University was given this award for health service research leading to improvements in academic and clinical practice and delivery of health care.

### INTERNATIONAL

Aberdeen is also increasing its international presence, positioning the University as a global organisation, and building on its established partnership in Qatar with new partnerships in Sri Lanka, with the International Institute of Health Sciences, and in China, with Shanghai University and SCNU.

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 <https://www.abdn.ac.uk/qatar/>.





## ABERDEEN 2040

On Founders' day in 2020, our 525th anniversary as a University, we launched our new strategy 'Aberdeen 2040'. Over the next 20 years, four strategic themes will shape our learning, discovery and strategic actions:

**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 our 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 and become change-makers across the globe. 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.



## THE DIRECTORATE OF EXTERNAL RELATIONS AND MARKETING: LANGUAGE CENTRE

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## ABERDEEN AND ABERDEENSHIRE

With a population of approximately 230,000, the city stands between the Rivers Dee and Don. This historic city has many architectural splendours and the use of its sparkling local granite has earned Aberdeen the name of the Silver City. Recognised as the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live.

Aberdeen enjoys excellent communication services with other European cities - e.g. flying time to London is just over one hour with regular daily flights. There are direct air links to London (City, Heathrow, and Luton), Manchester, Birmingham, Leeds, and Southampton. There are also flights to Belfast and East Midlands within the U.K, international hub airports: Amsterdam (Schiphol), and Paris (Charles De-Gaulle as well as flights to other European destinations. <http://www.aberdeenairport.com> Road and rail links are also well developed.

The Grampian Region which took its name from the Grampian Mountains has a population of approximately 545,000. It is made up of five districts – Aberdeen, Banff & Buchan, Gordon, Kincardine & Deeside and Moray. The city and the surrounding countryside provide a variety of urban, sea-side and country pursuits. Aberdeen has first class amenities including His Majesty's Theatre, Music Hall, Art Gallery, the P&J Arena, Museums, and Beach Leisure centre. Within a short time, beach pursuits, equine activities, salmon, trout and sea fishing, hill-walking, mountaineering, golf, sailing, surfing and windsurfing can be reached. The city and the surrounding countryside are repeatedly given high ratings for quality of life in surveys.

Aberdeenshire is 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.

Aberdeen and Aberdeenshire cater for a wide range of tastes in sporting and cultural activities.

To find out more about Aberdeen and Aberdeenshire go to [www.visitabdn.com](http://www.visitabdn.com)







## EQUALITY & DIVERSITY

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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 here: <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 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) user 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.

<https://www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277.php>

## HOW TO APPLY

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Online application forms are available at [www.abdn.ac.uk/jobs](http://www.abdn.ac.uk/jobs)

The closing date for receipt of applications is 08 June 2020

Should you wish to make an informal enquiry please contact:

**Ms Julie Bray, Language Centre Director**

[j.bray@abdn.ac.uk](mailto:j.bray@abdn.ac.uk)

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

**Please quote reference number EXT056A on all correspondence**