

Job Description and Person Specification

Job title: Tutor in English – Extended Intensive English (EIE) Programme (**on campus, face to face delivery**)

Department: Warwick Foundation Studies

Salary Range: Equivalent to £33,966 (SP 27) - £44,263 (SP36) per annum. [£653 - £851 per week, plus holiday pay]
Please note that returning tutors will be entitled to an automatic progression on the university's pay scale up to the top of the FA6 pay band (Spinal point 36).

Contract Type: Fixed Term

Contract Dates: 7 Aug – 20 September 2024 (6.5 weeks) - (includes 3 days of pre-course induction)

Reports to: Course Director

Job purpose, summary and context

A rewarding opportunity exists to join the University of Warwick in the role of ELT Tutor on our summer pre-International Foundation Programme Extended Intensive English (EIE) Programme, reporting to the Course Director.

Over the years, our English provision (principally through the Pre-sessional courses) has successfully enabled thousands of students from across the globe to be well prepared for their university studies in the UK. This EIE bridging programme is designed for students who need to meet their language entry requirements for the International Foundation Programme (IFP) or who have already met these requirements, to support their English language and extracurricular development and to access and excel on the pre-undergraduate IFP at the University of Warwick.

We are looking to appoint well-qualified ELT tutors for this 6-week course for pre-undergraduate students. The course will be delivered **on campus** at the University of Warwick. Tutors will teach a maximum of 17 contact hours per week, which includes 15 hours of teaching and 2 hours of tutorials.

Please note that there will be a 3-day induction period prior to the course start of 12 August 2024, which is paid (six hours per day) and requires full attendance. The rate of pay includes a pro-rata holiday entitlement. Holidays should be taken outside the course dates.

Who are we looking for?

You will be a committed ELT teacher able to teach language and study skills through the use of authentic listening and reading texts appropriate to students' academic interests. A course syllabus and lesson materials will be provided, and you will work with the guidance and support of a senior member of staff. Although materials are provided, you may sometimes have to supplement these with vocabulary building or pronunciation activities, depending on the needs of your particular students. There is also a pastoral element to the work: you will act as a Personal Tutor to a number of students, some of whom will be under 18.

Applicants must be available for the entire duration of the course. Tutors are paid based on a full-time 36.5-hour week, which includes preparation, one-to-one feedback with students and marking, some pastoral responsibility, liaising with colleagues, communicating regularly with students, record keeping and attending meetings.

If your application is successful, you will be required to evidence your right to work in the UK. The University may be able to sponsor the employment of international workers in this role. This will depend on a number of factors specific to the successful applicant.

Course Dates

| | |
|--------------------------------------|--------------------|
| Extended Intensive English Programme | Induction |
| 12 Aug - 20 September 2024 (6 weeks) | 7 Aug – 9 Aug 2024 |

Other benefits

There will be opportunities throughout the course for **Professional Development (CPD)**.

All tutors will be observed by the management team during their delivery of the programme and will be encouraged to take part in peer observations.

Successful candidates can also benefit from **free University of Warwick on-campus accommodation** for the duration of their contract, subject to availability. Eligibility is decided on a case-by-case basis and further information regarding accommodation will be available if selected for interview. Please note that accommodation is considered a benefit in kind by HMRC so may impact on your future tax code.

Main duties and responsibilities

- Deliver inspirational and innovative teaching, following the prescribed syllabus
- Follow the design of the programme and take responsibility for the delivery of the learning objectives, ensuring that teaching reflects professional standards and meets the objectives identified
- Provide timely and constructive feedback to students
- Collaborate with colleagues, when necessary, on materials, course development, and curriculum changes to ensure the sharing of knowledge, approaches and materials to benefit students, fellow teachers and the programme in general
- Keep accurate student attendance records and report any absences immediately
- Act as a personal tutor to an assigned group of students via weekly tutorials providing effective academic and pastoral care, referring them on, where appropriate, to the relevant staff or support teams within the University
- Participate in meetings as required, including those connected with quality assurance, weekly team meetings and staff development
- Engage in continuous personal and professional development in line with the demands of the role, including participating in the induction and the developmental-observation scheme
- Attend the first-day student orientation programme as directed to ensure that students feel fully integrated into the community
- Work as a member of the wider summer ELT/EAP team contributing to a professional and supportive working culture
- Carry out duties in a way which promotes fairness in all matters, and which engenders trust, adhering to all University of Warwick and relevant government policies and guidelines including Equal Opportunities, GDPR, Accessibility Regulations 2018, and copyright legislation
- Carry out duties in a way which adheres to the University’s values as a community: <https://warwick.ac.uk/about/values>
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the course management team

Person Specification

The post-holder should be able to demonstrate that they meet the following criteria:

| Criteria | Essential / Desirable | Assessed via A= application form B= interview C= task |
|--|-----------------------|---|
| Undergraduate degree and at least ONE of the following: <ul style="list-style-type: none"> • CELTA/Certificate in Teaching English as a Foreign Language (or equivalent) • DELTA/Diploma in Teaching English as a Foreign Language (or equivalent) • Other diploma level qualification that meets TEFL Q criteria | Essential | A |
| At least 3 years language teaching experience in any context, for example: English for Specific Purposes (ESP), ESOL, ELT | Essential | A |

| | | |
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| Familiarity with language assessment and feedback practices | Essential | A+B |
| Competence in the use of IT tools, including Microsoft Office, MS Teams and other tools to support teaching and learning | Essential | A+B |
| Demonstrated ability to work in a team and contribute to a positive professional and supportive working culture | Essential | A |
| Knowledge of the fundamental theories and principles of teaching and learning in ELT | Desirable | A+B+C |
| Experience of blended teaching | Desirable | A |
| Teaching experience in a university setting | Desirable | A+B+C |
| Experience of sourcing and writing materials for students in specific language learning contexts | Desirable | A+B+C |
| Ability to work independently, to tight deadlines and using own initiative to solve problems, with attention to detail | Desirable | A+B |
| Excellent organisational skills, along with effective time management | Desirable | A+B |
| Ability to work flexibly and in a collegiate way as part of a team, with excellent interpersonal and verbal/written communication skills | Desirable | A+B |

For further information about the University of Warwick, please read our [University Further Particulars](#). For further information about the department, please visit the [departmental website](#).

Right to work in the UK

If you do not yet have the right to work in the UK and/or are seeking sponsorship for a Skilled Worker visa in the UK points- based immigration system please click on this [link](#) which contains further information about obtaining right to work in the UK and details about eligibility for sponsorship for a Skilled Worker Visa.

The University of Warwick provides an inclusive working and learning environment, recognising and respecting every individual's differences. We welcome applications from individuals who identify with any of the [protected characteristics](#) defined by the Equality Act 2010.

Warwick is committed to building an organisation of mutual respect and dignity, promoting a welcoming, diverse and inclusive working and learning environment. We recognise that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected, and valued. Where possible, we go beyond legislation to provide a place where everyone can thrive, supporting all staff to achieve their full potential. We aspire to remove economic, social and cultural barriers that may otherwise prevent people from succeeding.

We therefore welcome and encourage applications from all communities regardless of culture, background, age, disability, sex/gender, gender identity or expression, ethnicity, religion/belief, or sexual or romantic orientation. To find out more about our social inclusion work at Warwick visit our webpages [here](#).

The University of Warwick holds an Athena SWAN Silver award; a national initiative to promote gender equality for all staff and students. Further information about the work of the University in relation to Athena SWAN can be found at the following link: [Athena Swan \(warwick.ac.uk\)](#)

The University of Warwick is one of the six founder institutions of the [EUTOPIA European University alliance](#), whose aim is to become by 2025 an open, multicultural, confederated operation of connected campuses.

Recruitment of Ex-Offenders Policy

As an organisation using the (DBS) Disclosure and Barring Service to assess applicants' suitability for positions of trust, the University of Warwick complies with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. More information is available on the University's Vacancy pages and applicants may request a copy of the DBS Code of Practice.