

**Job Description: Tutor**

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| **College/School:** | Swansea Academy of Academic Success |
| **Department/Subject:** | English Language Training Services |
| **Salary:** | £32,982 per annum together with USS benefits  Grade 7. There will be a 2-day paid induction and annual leave entitlement |
| **Hours of work:** | Full time position |
| **Contract:** | This is a fixed term position for the following dates:  6/6/24-29/8/24 |
| **Location:** | This position will be based at Singleton Campus |

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| **Introduction** | At ELTS we pride ourselves on our professional, high quality English language training, and offer a variety of EFL, EAP and ESP programmes, as well as CELTA teacher training courses. Whilst our primary concern is linguistic development, the pastoral care of our students is always at the centre of what we do, too. An ethos of strong, supportive personal contact runs through all ELTS activities, and we work hard to enable every student to develop and achieve their full potential.  These posts require a contribution to teaching, student assessment and supervision within ELTS. The post requires high quality delivery of teaching and student learning and a commitment to enhancing the overall student experience. |
| **Background information** | For more information regarding English language Training Services please look at our website. [www.swan.ac.uk/elts](http://www.swan.ac.uk/elts) |
| **Main Purpose of Post:** | Specific duties expected of English for Academic Purposes (EAP) Summer Tutors within the Department of English Language Training Services (ELTS);   * Tutors on full-time contracts are expected to teach up to 18 hours per week. * ELTS teaching staff have a collective responsibility to cover teaching and marking loads for colleagues on sick leave. * Assist with preparation of suitable material for all classes * Assist with administrative duties as required in maintaining detailed records of attendance and work completed in each class. * Liaise with other tutors over shared classes * Conduct regular tutorials with students and report any problems to the Course Co-ordinator * Keep to the marking schedules as required * Attend team meetings as required * Attend all student trips and excursions. * Contribute to the overall development of the programme and department through feedback * Teachers will be expected to teach online and face to face as needed |
| **General Duties** | This appointment in the Department of English Language Training Services (ELTS) has a number of generic objectives common to Tutor appointments within Swansea University. These relate to:   1. Teach as a member of a teaching team in a developing capacity within an established programme of study in a variety of settings from small group tutorials to large lectures. Transfer knowledge in the form of practical skills, methods and techniques with the assistance of a mentor if required, challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. 2. With support, develop own teaching materials, methods and approaches. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Reflect on practice and the development of own teaching and learning skills. 3. Identify the learning needs of students and define appropriate learning objectives and give constructive feedback to students as required, provide advice on study skills and assist with learning problems. 4. Interact positively and professionally with other collaborators and partners within the school, and elsewhere in the University. 5. Contribute to School organisational matters in order to help it run smoothly. 6. To promote equality and diversity in working practices and maintain positive working relationships 7. To fully engage with the University’s Performance Enabling and Welsh Language policies. 8. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. |

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| **Person Specification Criteria** |
| * A degree or equivalent in A degree or equivalent in a related subject |
| * CELTA (Certificate in English Language Teaching to Adults) or CERT TESOL qualification |
| * Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in, and knowledge of teaching methods and techniques |
| * Possess excellent organisational skills |
| * Possess excellent oral and written communication skills |
| * Demonstrate the ability to successfully teach students in an EAP setting |
| * Demonstrate excellent interpersonal skills and the ability to engage and enthuse students |
| * Demonstrate the ability to work as an effective member of the staff team responsible for educational provision in an EAP setting |
| * Demonstrate the ability to work within the framework of an agreed educational programme |
| **Desirable Criteria** |
| * MA TEFL/TESOL or TEFL Diploma * Evidence of commitment to Continuing Professional Development * Experience of working on pre-sessional programmes * Willingness to work outside contracted hours if a trip or social event requires you to do so * The ability to communicate through the medium of Welsh |
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