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## English Language Summer School Tutor

### International English Centre

### Penglais campus

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Fixed term, Full Time  
26 July – 9 August 2024  
Grade 6

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### The role

The International English Centre at Aberystwyth University is looking for qualified teachers to join its English Language Summer School team.

Working with a small team of English language teachers, the successful candidates will deliver high quality, task-based EFL teaching to international students on the summer English Language Summer School and contribute positively to the overall student experience.

We are a small, friendly centre in a beautiful location, and can provide subsidised accommodation for summer teachers.

To make an informal enquiry, please contact Hayley Goddard – [hvg@aber.ac.uk](mailto:hvg@aber.ac.uk)

The IEC is committed to safeguarding all students. This post may involve working with students under the age of 18. Candidates must therefore be aware that satisfactory references specifically highlighting whether there is any reason they should not be employed in situations where they have responsibility for, or substantial access to, persons under 18 will be required. Also, appropriate DBS (formerly CRB) checks may be required. Any gaps in a candidate's CV must also be satisfactorily explained.

Appointments are normally made within 4 - 8 weeks of the closing date.

### What you'll do

This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

- To teach up to 21 hours per week on the English Language Summer School programme
- To deliver high-quality teaching that is relevant and appropriate to the needs of the class group

- To follow the syllabus, guidelines and methodologies specified by the Course Co-Ordinator
- To develop, select, utilise and create engaging and appropriate classroom teaching materials and contribute to a collection of materials for future use on similar courses
- To ensure that topics, materials, methods and assessments are engaging, relevant and appropriate for the students
- To contribute to the preparation and marking of student tests and assignments and assessments as required, and give formative feedback promptly
- To plan effectively and keep up-to-date and accurate records, including a lesson-by-lesson register of class work and attendance
- To work as part of the IEC team, liaising with the Project Manager, Course Co-Ordinator, other teachers and other IEC staff as appropriate
- To provide tutorials, as appropriate and according to the needs of the students and the course
- To consult with the Course Co-Ordinator and to make recommendations for future development of the programme
- To complete a Teacher Feedback Form at the end of the course
- To work at all times to ensure that the quality of the student experience at IEC is of the highest standard
- To be available and on site within the 36.5 hour working week, from 08:45 to 17.15 from Monday to Thursday and from 08.45 to 16.15 on Friday with 1 hour lunch breaks (unless other specific arrangements are made with the Coordinator of the IEC) and to work for the duration of the course
- To attend welcome parties for each new cohort of students
- To treat all students and colleagues with respect at all times
- To maintain a professional manner at all times and uphold the reputation of the university
- To participate in course meetings, where necessary
- To act in accordance with the University's policies on Health and Safety, Safeguarding, Dignity and Respect at Work, Prevent etc.
- Any other reasonable duties that may be required commensurate with the grade of the post.

## Who you are – Qualifications, Experience, Knowledge, and Skills required:

### Essential

1. First degree or equivalent
2. Recognised Certificate in TEFL/TESOL
3. Excellent command of written and spoken English (at native or near-native level)
4. 2+ years post-qualification experience in teaching EFL to adults
5. Ability to deliver relevant, engaging and responsive teaching

6. Ability to manage workload, organise own teaching and keep organised records
7. Ability to adapt and develop appropriate materials
8. Ability to work flexibly and as part of a team
9. Confident, professional and approachable manner with students and colleagues
10. Demonstrable cultural sensitivity and awareness
11. The ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually
12. Must be available for the duration of the course hired for (leave must be taken after the end of the course)

### Desirable

1. Recognised Diploma in TEFL/TESOL or Masters degree in Applied Linguistics or TESOL (with observed TP).
2. Experience of teaching English in UK Summer School setting;
3. Overseas teaching experience;
4. Experience of teaching multi-lingual groups.
5. Competent in use of IT and AV equipment.
6. Ability to speak Welsh

\*More information on Welsh Language Levels can be found at:

<https://www.aber.ac.uk/en/hr/policy-and-procedure/welsh-standards/>

### How to apply

Please send your CV and a covering letter outlining your suitability for the role to [tesol@aber.ac.uk](mailto:tesol@aber.ac.uk)

Please clearly mark your email English Language Summer School Tutor Application on the subject header

**Deadline for applications:** Monday 17 June

**Interviews:** Week beginning 24 June on Teams

To promote a flexible workforce, the University will consider applications from individuals seeking full time, part time, job share, or term time only working arrangements.

Applications for this role must be made through [jobs.aber.ac.uk](http://jobs.aber.ac.uk). You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.

### Benefits

- Flexible working policy
- 36.5 – hour week for full-time roles

- Generous leave entitlements – 27 days annual leave plus bank holidays and university closed days
- Commitment to Professional Development
- Enhanced contribution to our workplace pension schemes
- Staff recognition and reward schemes
- Opportunity to learn the Welsh language for free
- Staff relocation bursary
- Maternity, Paternity, Parental and Adoption Leave
- Staff discount for gym facilities, hospitality, and retail on campus.

## Please keep reading

We welcome applicants from all backgrounds and communities and, those that are currently underrepresented in our workforce. This includes but is not limited to Black, Asian and Minority Ethnic candidates, candidates with disabilities, and female candidates.

We are a Bilingual Institution which complies with the Welsh Language Standards and is committed to Equal Opportunities. Welsh language skills are considered an asset to the institution, and we encourage and support staff to learn, develop and use their Welsh language skills in the workplace. You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.

Swydd dysgu Saesneg trwy gyfrwng y Saesneg yw pwnc yr hysbyseb hon.