

Role Description: **English Language Summer School Tutor 2023**

**Fixed Term, full time**

**Grade** [6:26](#)

**Dates:** Friday 11 August 2023 (Induction) – Friday 8 September 2023 (4 weeks)

Notes:

- Subsidised accommodation available ([PJM](#)) at a rate of £58.91 per week. You will be invoiced for this. It is not deducted directly from your salary.
- Holiday pay is paid at end of contract.

The International English Centre at Aberystwyth University is looking for qualified teachers to join its English Language Summer School team. We are a small, friendly centre in a beautiful location, and can provide subsidised accommodation for summer teachers.

**JOB PURPOSE**

The role of the IEC English Summer School Teacher is to deliver high quality, task-based EFL teaching to international students on the summer English and Communicative Skills (ECS) course, or other short summer courses, and to contribute positively to the overall student experience on the ECS.

**KEY DUTIES and RESPONSIBILITIES**

**TEACHING & ADMINISTRATION**

- To teach up to 21 hours per week on the English and Communicative Skills programme, or on other short Summer School courses
- To deliver high quality teaching relevant and appropriate to the needs of the class group
- To follow the syllabus, guidelines and methodologies specified by the Course Coordinator
- To develop / select / utilise / 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 IEC Director, Course Coordinator, 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 Coordinator and to make recommendations for future development of the programme
- To complete a Teacher Feedback Form at the end of the course

### **OTHER**

To participate in an Induction Event before the start of the course and complete online Safeguarding, Equality & Diversity and Prevent Duty training before commencing teaching

- 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, staff meetings and professional development workshops
- To act in accordance with the University's policies on Health and Safety, Safeguarding, Dignity and Respect at Work etc.
- Any other reasonable duties commensurate with the grade of the post.

**Important Note:** 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, enhanced DBS checks may be required. Any gaps in a candidate's CV must also be satisfactorily explained

### **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: Sunday 23 April 2023

Interviews: Week beginning 8 May 2023 on Teams

## Person Specification

Essential Criteria	Desirable Criteria
<p><i>Education &amp; Qualifications</i></p> <ul style="list-style-type: none"> <li>• First degree or equivalent;</li> <li>• Recognised Certificate in TEFL/TESOL;</li> <li>• Excellent command of written and spoken English (at native or near-native level).</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Diploma in TEFL/TESOL or Masters degree in Applied Linguistics or TESOL (with observed TP).</li> </ul>
<p><i>Experience</i></p> <ul style="list-style-type: none"> <li>• 2+ years post-qualification experience in teaching EFL to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching English in UK Summer School setting;</li> <li>• Overseas teaching experience;</li> <li>• Experience of teaching multi-lingual groups.</li> </ul>
<p><i>Skills</i></p> <ul style="list-style-type: none"> <li>• Ability to deliver relevant, engaging and responsive teaching;</li> <li>• Ability to manage workload, organise own teaching and keep organised records;</li> <li>• Ability to adapt and develop appropriate materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in use of IT and AV equipment.</li> </ul>
<p><i>Personal Attributes</i></p> <ul style="list-style-type: none"> <li>• Ability to work flexibly and as part of a team;</li> <li>• Confident, professional and approachable manner with students and colleagues;</li> <li>• Demonstrable cultural sensitivity and awareness;</li> <li>• The ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually (Welsh language Standard A).</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> </ul>
<p><i>Availability</i></p> <ul style="list-style-type: none"> <li>• Must be available for the duration of the course hired for (leave must be taken after the end of the course)</li> </ul>	

