



Job Description

Job title: Associate Lecturer in English for Academic Purposes (Pre-sessional)

Grade: 7

Department: Centre for Languages & International Education

Location: UCL Bloomsbury campus

Reports to

Head of Pre-sessional Programmes

Context

The Centre for Language and International Education (CLIE) is a distinct UCL teaching department offering a wide range of courses including degree preparation and foundation courses for international students, as well as a diverse portfolio of summer schools, language modules for undergraduate students and evening courses for UCL students, staff and the wider community.

Our BALEAP-accredited Pre-sessional Programme is well-organised, high-quality and rewarding to teach on. Students taking these courses are UCL offer holders preparing for postgraduate and undergraduate entry into a range of disciplines. They are aiming for one of five language levels equivalent to IELTS 6.5 to 8.

Main purpose of the job

Teach English for Academic Purposes (EAP) to UCL postgraduate or undergraduate degree offer-holders from a range of subject disciplines as part of the Pre-sessional team.

Duties and responsibilities

- Plan and deliver effective and engaging lessons which develop students' academic skills and language.
- Provide effective academic and pastoral support to a group of up to 15 students in weekly online tutorials, referring them on where appropriate.
- Provide up to 21 student contact hours per week of lessons and tutorials within a 36.5 hours per week full-time contract.
- Complete all assessment related tasks including standardisation, moderation, marking, providing written and oral feedback, and submitting results fully, adhering to set deadlines.
- Liaise closely with the Pre-sessional team and other CLIE staff when required, ensuring communication is professional and timely.

HR USE ONLY:

Position no:

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- Attend and fully engage with the teacher induction programme, end-of-course review activities and weekly team meetings.
- Complete all course administrative tasks including records of work, attendance and end of course reports accurately and in a timely manner.
- Participate with professionalism in the teacher developmental observation scheme and peer-observation scheme to ensure good practice.
- Monitor, self-evaluate and revise current teaching practice through reflection, collaboration with colleagues, and invitation of student feedback.
- Work effectively as part of a team to ensure the sharing of knowledge, approaches and materials to the benefit of students, teachers and the department.

General

- Adhere to all UCL and government policies relating to terms of employment, codes of professional conduct, Health and Safety, Equality, Diversity and Inclusion, Accessibility Regulations 2018, copyright legislation etc.
- Commit to UCL's policy of working harmoniously with colleagues and students of all cultures and backgrounds.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the Head of Pre-sessional and senior Pre-sessional team.

Person Specification

Essential Criteria	Assessment method (Application / Interview)
Qualifications, experience and knowledge	
First degree in any field AND AT LEAST ONE of the following combinations: <ul style="list-style-type: none"> ▪ Cambridge DELTA / Trinity DipTESOL ▪ Cambridge CELTA / Trinity CertTESOL and a Postgraduate Master's degree in any field ▪ Cambridge CELTA / Trinity CertTESOL and significant Pre-sessional experience 	Application
Significant experience of teaching EFL or EAP to international students.	Application
A clear awareness of the needs of international students studying at UK universities.	Interview
Skills and abilities	
Be reflective and responsive to feedback in order to improve teaching practice.	Application
Excellent written and oral communication.	Application and Interview
Ability to prepare and teach effective and engaging lessons.	Interview
Ability to use technology effectively to enhance teaching practice.	Interview

Essential Criteria	Assessment method (Application / Interview)
Ability to apply knowledge of English for Academic Purposes in a Pre-sessional context successfully.	Interview
Strong organisational skills and the ability to manage competing demands and meet deadlines.	Interview
Desirable Criteria	
Extensive experience of teaching English for Academic Purposes.	Application
Experience of teaching on a Pre-sessional at a UK university.	Application
Master's degree in Applied Linguistics or ELT/TESOL.	Application

Please note that candidates who have previously applied but have not been successful will only be considered if they can demonstrate significant development on their previous application i.e. increased knowledge, additional qualifications and/or more relevant teaching experience.