

Job Description



LANGUAGE CENTRE

Job title	Summer Academic English Tutor – Oxford Online Pre-sessional Course
Division	Academic Administration Division
Department	Language Centre, 12 Woodstock Road, Oxford, OX2 6HT
Location	Online teaching through Zoom and Canvas
Salary	£19.60 per hour (including holiday pay at 12.07%)
Hours	37.5 hours per week for 6 weeks, from Monday 3 August to Friday 11 September 2020.
Contract type	Casual
Reporting to	Head of Academic English

The role

The role of our Pre-sessional tutors and summer academic English tutors is to deliver language and academic literacy teaching through online and technology-enhanced learning for the Language Centre's Summer Pre-sessional Course. Work in support of teaching will include contributing to curriculum development, feedback and assessment, quality assurance and professional development, to ensure that the Language Centre's offering reflects the high standards of excellence of the University of Oxford.

Tutors are required for 6 weeks from **Monday 3 August to Friday 11 September 2020** for 37.5 hours per week from Monday-Friday between 09.00 and 17.30. The first week is an induction week, with teaching starting on Monday 10 August.

Classes are held online through Zoom and our Virtual Learning Environment, Canvas, and our Pre-sessional tutors teach up to 15 hours per week during the course. Tutors teach to small groups, usually using a combination of their own and provided materials while making use of the VLE. Tutors have the stimulating responsibility of working with language learners from diverse cultural, linguistic and academic subject areas – learners who are predominantly offer-holders and future students of the University of Oxford. Tutors will work in a team spirit with other Pre-sessional tutors, administrative staff and the Head of Academic English.



Responsibilities

1. Deliver academic literacy and English language teaching on the Pre-sessional through online classes, one to one tutorials etc as required by the programme format.
2. Develop knowledge of the Pre-sessional, its methodologies, purposes and assessment, in order to prepare classes for delivery.
3. Plan classes for the Pre-sessional, selecting appropriate content, teaching materials, methods, and assessment, and using appropriate learning technologies including use of the University's VLE, sharing these materials with other tutors.
4. Set and mark classwork and learning tasks and provide feedback to the students in a timely fashion.
5. Take part in continuous and summative assessment, singly and with other tutors.
6. Examine student performance.
7. Participate in the registration and induction of students on the Pre-sessional, liaising with students and other tutors, and follow class attendance monitoring procedures.
8. Participate in the Language Centre's quality assurance and enhancement processes, adapting teaching delivery to student feedback as necessary.
9. Maintain good communication with students, advising on any queries and providing guidance as necessary.
10. Liaise with other tutors teaching on the Pre-sessional, reporting ultimately to the Head of Academic English.
11. Attend online staff meetings and professional development events and participate in other language group meetings as required.
12. Any other reasonable duties appropriate to the position and grade as required.

Essential selection criteria

1. A native (preferred) or near-native speaker of the relevant language(s)
2. A first degree or equivalent qualification
3. Experience of teaching the relevant language(s) in higher education at all levels
4. Effective communication skills in English, both written and verbal
5. Excellent interpersonal skills, with experience of working with a range of students from a variety of cultural and linguistic backgrounds
6. Experience of creating and developing appropriate course materials within the framework of the programme
7. Ability to convey complex information (such as on grammatical, syntactical and etymological structures) clearly
8. Ability to provide detailed explanations – to specialists and non-specialists – of how complex linguistic systems work
9. Ability to work effectively within a team
10. Ability to make collaborative and independent decisions
11. Cultural awareness enabling interaction and co-operation in a multicultural environment
12. Excellent organisational skills, including punctuality
13. Experience of prioritising own workload and working accurately to strict deadlines and quality standards
14. Confident and skilled user of IT (MS Office etc)
15. Proficient in and committed to using digitally based, VLE and multimedia materials in language teaching and learning

Desirable selection criteria

1. Relevant teaching qualification
2. A Master's degree in a relevant applied field
3. Membership of relevant professional networks