Pre-Sessional / Language and Study Skills Tutor

International Pathway College / Centre for Global Programmes

Closing date: 16 May 2019

Interview date: W/C 3 June 2019

Vacancy reference: 7602
INTRODUCTION

Role Overview:
The University of York International Pathway College (IPC) seeks to appoint a number of English Language Tutors to join our core team at this exciting stage of the College’s development. These Pre-sessional courses are new for 2019 and are more tailored towards specific departments and faculties where our students progress on to. Your responsibilities will include teaching approximately 20 hours per week, conducting tutorials, administering and marking high-stakes assessments and providing feedback to students.

Following growth of our courses, the Centre for Global Programmes (CGP) seeks to appoint a number of Language and Skills Tutors to join our core team. You will teach on a range of short courses and summer schools that are designed to meet the specific needs of groups of students from our partner universities overseas. Your responsibilities will include teaching classes, leading seminars and conducting tutorials, some of which will involve the integration of language and content study.

Teaching Facilities:
The International Pathway College has recently moved into the newly built Piazza building on the University campus. This impressive building houses a range of seminar rooms with interactive digital screens, a restaurant, coffee bar, and unique study spaces. It is also where Student Support are located; this team offer fantastic support to students and regularly liaise with teaching staff to ensure students enjoy their time with us.

CGP is located in Derwent College on the Heslington West Campus. We mainly use teaching rooms in the new Spring Lane Building.

Tutor Induction:
At the start of the 10-week Pre-sessional programme tutors will have a paid induction of one week. This is included in the programme dates below.

Induction for CGP courses is usually one day or two days for new staff before the start of a course. Courses are of varying length and start and finish throughout the summer months.

Pre-Sessional Programmes:
10-Week Pre-Sessional Programmes – 1st July to 13th September 2019

CGP Courses:
Courses take place throughout the summer, and a variety of posts are available at different lengths.

Application Process:
Please complete the application available online. You will be required to attach a CV, and a covering letter which outlines how you meet the essential criteria of the job description.
Accommodation:

Free accommodation is available for all Tutors from July onwards for those whose permanent residence is more than 30 miles away.

Additional Information:

The York Sports Village is located a short walk from the Piazza building, and great short-term membership deals are available for Pre-Sessional tutors.

Pool bikes are available to use whilst you are working at the University.

Further Information:

Previous applicants need not apply

Please contact ipc-recruitment@york.ac.uk
JOB DESCRIPTION

At a glance

Salary
IPC: £25,482—£31,302 a year / Grade 5 (free accommodation available for July—September)
CGP: £614—£754 (including holiday pay + free accommodation available for July—September)

Hours of work
Full Time / 37 hours a week (both IPC and CGP)

Contract type
IPC: Fixed Term / until 13 September 2019
CGP: Casual Engagement

Based at
IPC: Heslington Campus East
CGP: Heslington Campus West

Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate may be conditional on a Disclosure and Barring Service check.

Main purpose of the role

For Pre-sessional Tutors at the IPC, the purpose of the role is to carry out teaching within the Pre-Sessional programmes. This will involve various modes of delivery including lessons and tutorials, as well as interaction through online media.

At CGP, the purpose of the role is to carry out teaching on both new and established programmes that are designed to meet the specific needs of our partner universities. This will involve various modes of delivery including lessons and tutorials, as well as possible interaction through on-line media and some materials preparation.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- to support the objectives of the IPC/CGP by delivering teaching through lessons, tutorials and electronic media
- to prepare own lessons and modify content of existing learning material
- to conduct academic tutorials, ensuring pastoral issues are brought to the attention of staff with relevant expertise
- to contribute to the development of teaching and learning materials
- to set and mark assignments, and provide student feedback, participate in standardisation procedures and provide constructive feedback in a timely manner
- to maximise the use of digital learning through platforms such as the VLE
- to develop productive working relationships with all IPC/CGP colleagues, including administrative and support staff (both from the university and external partners)
- to participate as a member of a teaching team and play an active role in IPC/CGP meetings
- to undertake various administrative responsibilities, including return of data for student attendance, assessment and reports
- to reflect on practice and the development of own teaching and learning skills
- to engage in continuous professional development
- to engage in a collaborative ethos, in which staff and students are treated with dignity and respect
- Ensure the implementation of all University Policies including those relevant to teaching, Health and Safety and Quality Assurance
- Undergo classroom observation and receive feedback
- To act as a main tutor for an assigned group, taking responsibility for progress and assessments
- Carry out administrative duties as required, including daily updating of online student registers and records of work done, writing detailed student and course reports
- Attend induction days as required pre-course
- Demonstrate a commitment to Equal Opportunities
## PERSON SPECIFICATION

### Qualifications

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<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Undergraduate degree or equivalent</td>
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<tr>
<td>Essential</td>
<td>Relevant Teaching Certificate, e.g. Cambridge ESOL CELTA, Trinity Cert TESOL or a relevant PGCE</td>
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<td>Desirable</td>
<td>Postgraduate degree in Teaching English to Speakers of other Languages, Linguistics or comparable discipline area</td>
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<tr>
<td>Desirable</td>
<td>Relevant Teaching Diploma, e.g. Cambridge ESOL DELTA, Trinity Dip TESOL or a PGCE with post 16 ELT specialism</td>
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### Knowledge

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<tr>
<th>Essential / Desirable</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Knowledge of ELT within the context of English for Academic Purposes and Higher Education</td>
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<td>Essential</td>
<td>Confidence with using technology enhanced learning</td>
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<td>Essential</td>
<td>Awareness of assessment techniques for writing and speaking skills, and of providing effective feedback</td>
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<tr>
<td>Desirable</td>
<td>Understanding of Content and Language Integrated Learning (CLIL)</td>
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<td>Desirable</td>
<td>Knowledge of university academic processes</td>
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<td>Desirable</td>
<td>Knowledge of effective methods of support for international students</td>
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### Skills, abilities and competencies

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<tr>
<td>Essential</td>
<td>Ability to plan, manage, organise and assess own teaching contributions</td>
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<td>Essential</td>
<td>Ability to deliver teaching sessions and contribute to team-taught course units</td>
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<td>Essential</td>
<td>Ability to mark written work, presentations, projects and examinations with reference to language and study skills, and provide appropriate feedback to students</td>
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<td>Essential</td>
<td>Able to contribute to developing new teaching methods and design of programme units, and to share responsibility for the quality of programme units</td>
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<td>Essential</td>
<td>Ability to take on specific administrative activities, paying due regard to detail and timekeeping</td>
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<td>Essential</td>
<td>Ability to supervise the work of students, provide advice on study skills and assist with learning problems</td>
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<td>Essential</td>
<td>Proficient in the use of office IT and software packages, including the basic Microsoft applications</td>
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<td>Desirable</td>
<td>Ability to deliver learning in a virtual or electronic environment</td>
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## PERSON SPECIFICATION

### Experience

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<tr>
<td>Experience in a relevant area of English Language Teaching including some experience of English for Academic Purposes</td>
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<td>Experience of using a range of delivery techniques, including technology enhanced learning, to enthuse and engage students</td>
<td>Essential</td>
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<td>Experience in teaching international students from different cultural and language backgrounds and familiarity with associated challenges and opportunities</td>
<td>Essential</td>
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<td>Experience of teaching on a University Pre-Sessional Programme or HE context</td>
<td>Desirable</td>
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<td>Experience of conducting assessments for academic awards or qualifications</td>
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<td>Experience of teaching beyond standard ELT/EAP</td>
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### Personal attributes

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<td>Positive attitude to colleagues and students</td>
<td>Essential</td>
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<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
<td>Essential</td>
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<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
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<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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<td>Commitment to Equal Opportunities</td>
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<td>Willingness to work flexibly to meet the needs of the IPC and its students</td>
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<td>Customer service orientation</td>
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THE DEPARTMENT

The International Pathway College:

The University of York International Pathway College (IPC), provides new routes for International students to access the transformational higher education programmes of the University of York. The IPC offers high quality programmes designed, academically led, taught and managed by the University.

Under the guidance of the Pre-Sessional Programme Leader, the role holders will be fundamental to the provision of excellent teaching and learning, developing a supportive environment within which our international students can succeed.

The role holders will play a key role in the development and delivery of the academic programmes within their subject area, whilst ensuring compliance with the quality standards and regulations of the University. It is important that you are able to build successful and productive relationships across the University and to contribute to ongoing academic process review and development.

The Centre for Global Programmes

The Centre for Global Programmes is part of Global Engagement, and we run short courses and summer schools all year round for the students and staff of our partner universities. We also organise international opportunities for York students.

You will be part of this team, and critical to its success in providing a great experience for our short course and summer school clients.

Global Engagement works closely with academic departments, and support services (including Marketing, Careers, and Student Recruitment).
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7602
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 16 May 2019

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

If you have any questions about your application, contact the HR Services team:

- recruitment@york.ac.uk
- +44 (0)1904 324835