UNIVERSITY OF WEST LONDON
The Career University

Job Description

Job title	English Language for Academic Purposes and Study Skills Pre-Sessional Programme Online and On-campus Hourly Paid Lecturer (HPL)
School / department	Study Support Team
Grade	Rate A
Line manager	Head of Study Support
Responsible for (direct reports)	N/A
Date of creation or review	04/03/2025

Main purpose of the job

The primary purpose of this role is to deliver an online English for Academic Purposes and Study Skills Pre-Sessional Programme to predominantly Chinese offer holders, increasing their likelihood of successfully enrolling in September 2025. Most students will be on a Music pathway, though the cohort will be multidisciplinary.

This course complements the on-campus Pre-sessional English provision at UWL, an expanding area. The role is part of a small team of HPL tutors, led by the English for Academic Purposes Co-ordinator within the Study Support Team.

Using existing resources, the tutor will prepare and deliver 20 hours of online teaching per week over a 15-week (starting Tuesday 6th May 2025), 10-week (starting Monday 9th June 2025), or 6-week (starting Monday 7th July 2025) period. All courses conclude on Friday 15th August. Tutor induction is scheduled for Thursday 1st May.

We are also running an on-campus course, which will run for 8 weeks from Monday 7th July until Friday 29th August.

As the online students are based in China, live classes run online from 9:00 to 13:00 (Monday to Friday). The on-campus course will take place Monday to Thursday 10:00 to 14:00. The tutor is responsible for maintaining attendance records, reporting issues to the EAP Co-ordinator, completing and sharing marking and assessment records promptly, and assisting with monitoring and evaluating the programme. Occasional meetings and regular communication should be expected.

Key areas of responsibility

The following are the key areas of responsibility to the Head of Study Support and English for Academic Purposes Co-ordinator.

1. Deliver an online or on-campus EAP and Study Skills Pre-Sessional Programme to University of West London offer holders.

2. Adapt teaching materials for online or face-to-face delivery, working with existing course resources.

3. Maintain and update relevant course content on the VLE (Microsoft Teams and Blackboard).

4. Deliver up to 300 hours of teaching, including lesson preparation.

5. Mark student work and course assessments in line with teaching delivery.

6. Plan lessons and adapt materials appropriate to students' proficiency levels.

7. Provide timely, clear, and detailed feedback on student work.

8. Monitor and record students' progress and attendance, reporting issues to the EAP Co-ordinator.

9. Assess student work and participate in assessment standardisation sessions as required.

10. Deliver live online lessons using Microsoft Teams (online course only).

11. Contribute to the ongoing review of the syllabus, assessment procedures, and materials.

12. Maintain clear, professional, and timely communication with students and colleagues.

In addition to the above areas of responsibility, the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / background information

The Study Support Team deliver on four areas of activity: EAP and Pre-sessional Courses, Study Skills Support opportunities for current students, Functional Skills maths and English (L1 and L2) opportunities and Peer Mentoring.

The Study Support Team has eleven full-time staff, three part-time staff and seven HPLs. Five HPLs deliver Functional Skills courses, one delivers English language support, and one delivers the on-campus Pre-sessional English courses.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Undergraduate Degree	Essential	X	X	
	Postgraduate Degree	Desirable	X	X	
	DELTA or equivalent, or CELTA + relevant MA	Essential	X	X	
Knowledge and experience	Experience of studying within a university environment.	Essential	X	X	
	Experience of planning and prioritising work.	Essential	X	X	
	Experience of presenting and speaking publicly	Desirable	X	X	
	Previous teaching experience, including online teaching	Essential	X	X	
Specific skills to the job	Empathetic, non-judgmental and sensitive to the needs of students.	Essential	X	X	
	Good communication skills for interaction with students, university departments and external organisations, both verbally and in writing.	Essential	X	X	
	Experience of working with students from a range of linguistic and cultural backgrounds	Essential	X	X	
	Competent and experienced in the use of recent technologies for teaching and administration	Essential	X	X	
	Previous experience of managing a high volume of workloads requiring speed and accuracy with variable and often demanding timescales.	Essential	X	X	
	Knowledge and understanding of the learning culture and experience of other countries	Desirable	X	X	
	Previous experience in teaching EAP	Desirable	X	X	
	Ability to develop and adapt appropriate materials	Essential	X	X	

General skills	An understanding of the importance of confidentiality and safeguarding.	Essential	X	X	
	Ability to work independently and as a team while showing accuracy and good attention to detail.	Essential	X	X	
Other	Commitment to working with a diverse student population and strong cultural awareness with an understanding of, and commitment to, equal opportunities.	Essential	X	X	
	A commitment to always meeting professional standards when interacting with students and staff.	Essential	X	X	

Disclosure and Barring Scheme   Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.