

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF HUMANITIES
SCHOOL OF ARTS, LANGUAGES & CULTURES
UNIVERSITY CENTRE FOR ACADEMIC ENGLISH
PRE-SESSIONAL EAP TUTOR
VACANCY REF: HUM-027718

Salary:	Grade 6 £37,174 to £45,413 per annum, depending on relevant experience
Hours:	Full time (1 FTE)
Duration:	Fixed term for 6 weeks
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Lisa Jameson

Email: summerposts@manchester.ac.uk

Contract Type: Fixed Term, Full Time

Course & Dates:

Pre-sessional 6-week course: 22nd July – 5th September

These dates are inclusive of a 4-day fully paid induction programme when we will guide and support you through the course materials and assessment.

Benefits:

- Free, self-catering University accommodation for tutors teaching on campus and living over 30 miles away from the University
- Eligible tutors can join the [University's Pension Scheme](#)
- Year round CPD opportunities at UCAE
- Selected candidates will join a successful team with the opportunity to return in the future with an increased salary
- Centre Pre-sessional awards with an opportunity for tutors to win full funding for a conference of their choice

- Comprehensive EAP syllabus with in-house teaching materials and assessments provided

Who will you be working with?

You'll join a team of experienced and supportive colleagues working in one of the largest Pre-sessional Programmes in the UK, delivering EAP classes to more than 1800 International students across our campus and online.

We're focused on preparing our students to progress successfully onto their degree programmes. Our academically challenging course has been designed to help these students practise the language and skills they will need to begin their degrees and which they'll be assessed on at the end of the course.

To check we're on the right lines, we have double accreditation by the two main sector bodies. As well as our successful BALEAP visit in 2024, the British Council have also awarded us 12 areas of strengths in our most recent inspection; a report that means we have been the highest rated centre since 2017, and joint highest rated since 2022.

What does the role involve?

Teaching:

- You'll prepare and deliver online or on campus EAP classes in an engaging and communicative manner following our syllabus and using the in-house materials provided
- You'll use your teaching experience to identify individuals' strengths and areas for improvement, providing appropriate and supportive guidance in group and individual academic tutorials
- Your role will be key to student satisfaction and your interaction with students inside and outside of the classroom will reflect best practices

Assessment:

- You'll assess student performance and maintain accurate records
- You'll attend familiarisation, standardisation and moderation meetings

Administration:

- You'll complete any relevant teaching administration on time, including accurate attendance recording and maintaining clear tutorial records
- You'll meet strict deadlines

Meetings:

- You'll recognise weekly planning meetings as an integral part of the Programme
- You'll actively participate in these by contributing ideas, sharing materials and expertise

Evaluation:

- You'll be encouraged to contribute to the ongoing development and design of the curriculum by evaluating the course materials and assessment in the light of your experiences

This list is not exhaustive and other tasks associated with the successful delivery of the Programme may be required.

What skills, experience and qualifications do you need?

Essential Skills and Experience

- An enthusiastic and student-centred teaching approach
- TEFLI status (e.g. RSA CELTA, Trinity CertTESOL, PGCE specialising in TESOL, a recognised, equivalent language teaching qualification)
- Experience using a range of technology to enhance teaching
- Experience of teaching in both online and face to face settings
- Be familiar with approaches in blended learning
- Able to work effectively to short deadlines and on an intensive course
- Able to work closely with tutors and as part of a wider team
- Experience in assessing and feeding back to students on all skills
- Be able to differentiate effectively to accommodate differing learner needs
- Be proficient in English
- Be based in the UK for the entire duration of the contract

Desirable Skills and Experience

- Pre-sessional experience / EAP experience within a HE environment
- TEFLQ status (e.g. RSA DELTA, Trinity DipTESOL, Master's Degree in TESOL/EAP/ELT/Applied Linguistics, Trinity CertPT)
- CertPT in EAP or participation in a TEAP course
- Accreditation from an external body such as Advance HE or BAILEAP
- Current and up to date DBS
- Confident with teaching a syllabus integrated with Canvas, or a similar VLE

To explore the post further or for any queries please contact Lisa Jameson by email: summerposts@manchester.ac.uk.

The University of Manchester is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same dedication. Applicants teaching online may be required to undergo child protection screening appropriate to the role, including checks with past employers and an Enhanced Check from the Disclosure and Barring Service (DBS).

Please note:

- **The University of Manchester is unable to sponsor a Tier 2 visa and a successful candidate must already have the eligibility in their own right to work in the UK**
- **Right to work checks will need to be carried out before the contract can be issued**
- **Regardless of the mode of teaching, you must be based in the UK for the duration of the contract**

Closing date: Friday May 23rd 2025

Interviews will take place on a rolling basis from early April onwards. All interviews will take place online.

Please outline how you meet the essential/desirable criteria in your application under the appropriate headings. We receive a high volume of applicants and those who do not meet the essential criteria will not be shortlisted for interview.