Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Coordinating Language Teacher (EAP)

Department/Division: Language Centre   **Accountable to:** Language Coordinator (EAP)

Job Summary

This post involves teaching English for Academic Purposes (EAP), coordinating a departmental cluster and assisting with the development of language courses and materials.

Duties and Responsibilities

Teaching and Training

- Teaching an annual maximum of 480 hours according to a timetable agreed with the Language Coordinators.
- Coordinating and teaching a departmental cluster in Michaelmas Term (MT) and Lent Term (LT). This includes:
  - Being the EAP contact person for departments and students within the cluster;
  - Developing an awareness of the EAP needs specific to students in the cluster;
  - Attending information sessions at the start of the academic year and advising students about EAP support;
  - Teaching the courses to students in the cluster;
  - Creating and developing appropriate EAP materials for courses in the cluster;
  - Developing and maintaining the Moodle courses for the cluster.
- Helping to develop tests for the pre-sessional programmes
- Teaching on the Pre-sessional Programmes in June, July, August and September.
- Developing appropriate materials for all classes taught.
- Contributing to the Moodle courses for all classes taught.
- Course related marking and assessment.
- Standard administrative procedures.

Communication

- Communicating with members of the EAP team, Modern Languages (ML) team and Professional Services Staff of the Language Centre.
- Communicating with academic departments regarding EAP courses.
- Communicating with other sections of LSE. For example, LSE Life, the Teaching and Learning Centre (TLC), the Careers Service, and the Library.
- Communicating with other educational institutions when appropriate to raise the Language Centre profile.

- Giving oral presentations about the courses and support offered by the Language Centre.
- Day-to-day communication with students on taught courses.
- Dealing with language queries from students regarding taught courses.
- Reporting to the Language Coordinator any academic problems students may have.
- Giving students information regarding the nature and procedures of EAP courses.
- Writing course material and assisting with online design.
- Discussing issues regarding professional development in relevant meetings.

Teamwork and Motivation

- Working with coordinators and other colleagues to build/maintain a sense of unity and solidarity in the team.
- Promoting close working relations and finding common areas amongst the different teams of the Language Centre.
- Showing a flexible and co-operative approach towards teamwork.
- Contributing to staff development programmes.
- When appropriate, attending conferences and disseminating information to other staff members

Liaison and Networking

- Attendance at regular Language Centre meetings.
- Standard day-to-day liaison using existing networks and procedures with different sections of the Language Centre.

Service Delivery

- Providing information about the types of courses on offer and assessing the eligibility of students for these courses.
- Responding to the requests from other LSE departments and centres.

Planning and Organising Resources

- Contributing to and developing tests for pre-sessional courses.
- Preparing original and relevant materials for different courses and selecting the optimal sequence of items within the scheme of work.
- Evaluating, creating and choosing teaching materials, as well as other relevant documents and materials, for classes.
- Designing materials based on media/new technology and encouraging new technology to be incorporated into course delivery.

Pastoral Care and Welfare

- Offering student support in terms of pastoral care for students involved in all programmes.

Knowledge and Experience

- Maintaining up-to-date knowledge and experience in the field of English for Academic Purposes and, when appropriate, in the area(s) that enhance the overall quality of the languages provision in the Centre.
- Maintaining up-to-date knowledge and experience of IT skills associated with the post.
- Maintaining the knowledge required to perform essential administrative work.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.