

## EAP Academic Coordinator: Description of Duties

1. **Directly responsible to:** Academic Director of Summer Programmes (AD), Department of Linguistics and English Language (LAEL)
2. **Supervisory responsibility for:** Tutors - in consultation with the AD
3. **Other key contacts:** Administration Coordinator (AdC); Assistant Coordinator(s) (AsC); Head of Department (HoD), LAEL; Departmental Officer, LAEL; Admissions Officers; Faculty Student Learning Advisors
4. **Main duties:**

**To administer the preparation and day to day running of the EAP (Study Skills) programme and Study Start for the equivalent of up to three months full-time each year:**

- 4.1. *Pre-course planning:* develop and revise teaching materials for the EAP programme and Study Start; draw up programme timetables; contribute to the Student Handbook, and update/improve administrative procedures for tutors in consultation with the AdC and AD;
- 4.2. *Induction:* plan, prepare and lead tutor induction weeks; assist with the induction of the AsC; be involved in new coordinator induction in conjunction with the AdC and AD;
- 4.3. *On-going weekly and daily programme management:* write and update the daily information for tutors and students; contribute to and lead programme plenaries and staff meetings; be available for post-plenary and staff meeting discussions; make urgent management decisions in consultation with other AcCs and AdC (and where appropriate the HoD or Departmental Officer) if AD is unavailable;
- 4.4. *Student and tutor support:* be involved in teacher development and support during the course; conduct tutor observations, fill in tutor observation forms and hold discussions with observed tutors shortly after observation; discuss the results of tutor observations with AD and outline any potential problems; assist tutors and/or AdC with basic AV and IT issues; be available as a point of contact for tutors and students concerning EAP/Study Start matters during the course; monitor progress of students in conjunction with tutors; provide additional support for struggling students throughout the course;
- 4.5. *Administrative responsibilities:* allocate students to classes in conjunction with AdC and under the supervision of the AD; learn how to use content management systems for the course website; update and revise programme information and course materials on the website and/or Moodle; alert AD to conflicts between programme staff and/or students; attend individual meetings with students and members of staff of LU when needed; make contact details available to other staff (including emergency contact details outside work hours); be available at the programme site throughout its period

of operation during the normal working day, unless by prior arrangement with AD; liaise with the Head of Admissions on struggling students, together with AD;

- 4.6. *Other contributions to the programme*: teach components of the course in the first year and in later years when needed; substitute for absent tutors or other AcCs when needed; be involved in marking of assignments and tasks when needed; engage in relevant professional development; be available for meetings with tutors and students on selected evenings (in particular: the end-of-course student party and the meal for tutors); carry out such other related duties as may from time to time be specified by AD during the programme;
- 4.7. *Responsibilities outside the core programme dates*: Analyse and evaluate teacher and student feedback; contribute to a report written jointly by all AcCs; be available for periodic planning meetings throughout the year (dates to be agreed in advance); be available to assist with tutor shortlisting and interviews.

## **5. Additional duties**

- 5.1. If the duties associated with the EAP (Study Skills) and Study Start programmes take up less than the equivalent of three months full-time in a given year, AcCs may be asked by the HoD to perform additional duties during the normal academic year, for instance teaching an undergraduate seminar group.

Updated by JWU, 13.02.2015