Tutor – Academic Skills/English Language

Glasgow International College

£27,000 per annum + contributory pension

The Company

Kaplan International Pathways, a division of Kaplan Inc., offers international students a wide range of flexible study options - from University preparation programmes in the UK, Australia, USA, China and Japan through to full degree programmes in Singapore, Hong Kong and Australia. Through our academic partnerships with leading universities, our expertise in student recruitment, our exceptional teaching and a real focus on customer service and pastoral care, each year we are proud to welcome thousands of students from more than 100 countries through the doors of our colleges.

In the UK, we operate 9 campus-based colleges in partnership with Bournemouth University, University of Glasgow, University of Liverpool, Nottingham Trent University, University of Nottingham, University of Brighton, University of Essex, University of York and University of West of England, Bristol and an off-campus college in London offering pathways to 7 leading well-ranked UK universities.

Glasgow International College

Glasgow International College is operated in partnership with the University of Glasgow, located on the University’s main campus and offers programmes designed to prepare international students for entry to the University of Glasgow. The first students were admitted to the College in September 2007.

Responsibilities include

- Teaching Academic Skills and/or English Language to students.
- Providing individualised academic support to students through their studies with us.
- Providing academic leadership, management and coordination for a designated number of modules in the role of “Module Coordinator”.
- Developing and implementing a range of innovative teaching methods including Technology Enhanced Learning (TEL) that engage and meet the needs of all students
- Working with the College Services team in the delivery of induction, orientation and registration programmes.
- Contributing to the coordination of Skills modules
- Assisting with module examinations and other forms of assessment, marking and providing feedback to students
- Assisting with the development and maintenance of the College Virtual Learning Environment (VLE).
- Maintaining an accurate and up-to-date record of student attendance and performance and use these to inform reports to stakeholders
• Participating in regular meetings with teaching and support staff and representing the College at appropriate events and meetings.
• Any other duties as required from time to time by the College Director or Line Manager.

Candidate profile

The successful candidate will enjoy working with international students and be performance driven. In addition, the successful candidate will ideally have:

• A Bachelor’s degree and preferably a Master’s degree
• A teaching qualification, CELTA/DELTA or other relevant teaching qualification.
• Experience teaching international students, preferably including experience of EAP or Academic Skills.
• Experience supporting students on extended research projects and assisting students with skills and language in the context of academic study.
• Experience working with virtual learning environments and supporting technology enhanced learning.
• Evidence of supporting students in personalised and individual settings.

Application Method

If you have the requisite experience and are excited by the opportunity of working with a strong group of professionals in a growing organisation, please apply using the URL link below:

**Online Application**

You will require a CV and covering letter stating how you meet the requirements of the role.

For further details, please contact Caroline Bridges or email caroline.bridges@kaplan.com.

This appointment will be subject to clearance from the Disclosure and Barring Service. Employment is conditional upon successful completion of DBS and professional reference checks. Applicants must be able to provide proof of eligibility to work in the UK.

Please make sure that your covering letter expresses your reasons for applying for this position, and why you think you are a suitable candidate.

**Closing Deadline for Applications: 7 February 2019**

**Short-listed candidates will be invited to interview.**
**Date of interviews: February 2019**