

JOB DESCRIPTION

SECTION 1 – BASIC DATA

Job Holder's Name:

Job Title: Sessional English Tutor

Reports to: Lecturer/MSc Business and
Management Programme Leader

Location: London

Department: Academic Community HE

Job Family: Academic

SECTION 2

DEPARTMENT STRUCTURE

Please see SharePoint.

SECTION 3

OVERALL JOB PURPOSE

To provide high-quality English language instruction and support to international students at the Master level, enabling them to achieve the language proficiency required for academic success and effective participation in their degree programmes.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- Deliver English language tutorials, workshops, and classes tailored to the academic needs of international university students
- Teach core academic English skills including reading comprehension, academic writing, listening, and speaking
- Develop students' proficiency in business vocabulary and discourse conventions
- Design and deliver lessons that address diverse proficiency levels and learning styles
- Incorporate authentic academic materials and tasks that reflect students' degree programmes
- Monitor and evaluate student progress
- Provide timely, constructive feedback on students' written and spoken English
- Set appropriate learning objectives and track achievement of language development goals
- Maintain detailed records of student participation, and progress
- Develop and adapt teaching materials appropriate for Master-level international students
- Create learning resources that integrate language skills with academic content
- Liaise with academic staff to understand course requirements and align language instruction accordingly
- Participate in programme meetings and contribute to discussions on student progress
- Collaborate with colleagues to share best practices and develop support strategies

- Prepare reports on student progress for programme leader
- Contribute to quality assurance processes and programme evaluation
- Adhere to institutional policies and procedures

CONTACTS AND INFLUENCE EXERCISED

Internal and external stakeholders at all levels.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on The London Institute of Banking & Finance objectives	

Examples of the decisions that are generally made by the job holder:

DEFINITION /CLARITY

This is a new role, and as such, duties may change over time.

ANY ADDITIONAL FEATURES OF NOTE

None

Signed Date
JOB HOLDER

Signed Date
MANAGER

PERSON SPECIFICATION

Job Title: Sessional English Tutor

Reports to: Lecturer/MSc Business and Management Programme Leader

Department: Academic Community HE

Qualifications, knowledge and professional memberships	Essential / desirable?	
Master's degree in English, Applied Linguistics, TESOL, or related field	Essential	
Recognised teaching qualification (CELTA, DELTA, or equivalent)	Essential	
Technical Skills and Experience		
Minimum 2 years' experience teaching English to international students at university level	Essential	
Experience with academic English and business communication	Essential	
Strong understanding of the challenges faced by international students	Essential	
Excellent interpersonal and communication skills	Essential	
Knowledge of multiple languages and cultural awareness	Essential	
Experience with blended learning approaches	Essential	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential/ desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential/ desirable?	Core or Enhanced
Communicating effectively	E	En
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	En
Managing quality and standards	E	En
Applying judgement and taking decisions	E	En