Job Description

Post Title: Lecturer in English for Academic Purposes (EAP)

Department: Academics, English Language Unit

Salary: Grade 7, £38,784 to £43,500 per annum

Location: On-site, Birmingham

Job Purpose

Bath Spa U Ltd is seeking to appoint a Lecturer in English for Academic Purposes (EAP) to join the English Language Unit.

The postholder will contribute to English language assessment, quality assurance, and the University's embedded academic language strategy, including the delivery of high-quality English language provision, while supporting curriculum development. The role combines high-quality teaching with contribution to assessment, partnership working, and the enhancement of English language provision across the University.

The role is based at the London Canary Wharf campus but will also support staff and students across other teaching sites. Travel between sites will therefore be required.

Main Duties and Responsibilities

English Language Testing and Quality Assurance

- Support the development, review and quality assurance of institutional English language proficiency assessments.
- Contribute to the design and validation of test materials to help ensure reliability, validity and alignment with sector expectations.
- Participate in marking, moderation and quality assurance activities.
- Support moderation and standardisation activities to help maintain consistency across assessors.
- Contribute to the development of training materials and support the delivery of training for staff involved in English language testing and assessment.

- Maintain accurate assessment records and follow agreed quality assurance procedures.
- Support the monitoring of assessment outcomes, help identify trends and contribute to continuous improvement of testing processes.
- Support the Senior Lecturer in carrying out the above responsibilities.

Curriculum Development

- Contribute to the design, review and evaluation of EAP curricula and teaching materials.
- Support the development of discipline-specific academic language resources.

  Work collaboratively with academic colleagues to develop embedded academic language activities within programmes where appropriate.

Staff and Student Support

- Plan and deliver engaging, student-centred EAP and English language teaching across in-sessional programmes.
- Design learning activities that support students' academic language development and successful transition into higher education.
- Provide individual and small-group tutorials to support students with language and academic skills.
- Assess students through formative and summative assessment and provide timely, constructive feedback.
- Monitor student progress and identify students requiring additional language support.

Collaboration

- Work with academic schools to support EAL student success through workshops, tutorials and collaborative teaching.
- Build effective working relationships with professional services, admissions teams and external partners.

- Contribute to the University's internationalisation agenda by promoting effective academic language support.

Professional Practice

- Complete administrative duties accurately and efficiently.
- Engage in continuing professional development.
- Contribute to quality enhancement activities within the English Language Unit.

Person Specification

Qualifications and Experience

Essential

- A recognised undergraduate degree or equivalent qualification
- DELTA, DipTESOL, or a closely related qualification in English language teaching
- Minimum 2 years Higher Education EAP teaching experience
- Experience of assessing English language proficiency

Desirable

- Master's degree in Applied Linguistics, TESOL or closely related discipline
- Fellowship of Advance HE or PGCHE (or willingness to complete)
- Experience developing English language assessments.
- Experience working collaboratively with academic departments.

Benefits

- Generous annual leave package with 25 days plus bank holidays/ closure days, supporting a healthy work life balance
- Flexible hybrid working options, including the ability to work from home
- Access to the TELUS Health Employee Assistance Programme, offering confidential counselling, wellbeing tools and 24/7 support

- Free annual eye test for VDU users, with a Specsavers voucher including up to £70 contribution towards glasses or sunglasses
- Access to Hapi Benefits, providing exclusive retail discounts, lifestyle savings and wellbeing perks
- Workplace pension scheme to support long term financial security
- Enhanced company sick policy
- Statutory Maternity and Paternity Pays to support growing families
- Ongoing training and development opportunities to support career progression