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