

**PERSON SPECIFICATION**  
**Pre-sessional English (PSE) Programme Tutor**  
**Vacancy Ref: 0554-24**

<b>Criterion</b>	<b>Essential/ Desirable</b>	<b>Application Form/ Supporting Statements/ Interview*</b>
<b>Ability to meet job circumstances</b>		
Able to teach on site at Lancaster University and commit to the programme full time.	Essential	Supporting Statements
<b>Qualifications and training</b>		
Has completed a teaching qualification e.g., CELTA/DELTA/PGCE (or equivalent)	Desirable	Application Form
Has completed a relevant master's degree e.g., applied linguistics/education/TESOL or equivalent	Desirable	Application Form
Has experience of teaching academic language (EAP) or study skills to speakers of other languages in a higher-education context e.g., teaching on an EAP or study skills pre-sessional course	Essential	Application Form
<b>Specific skills, experience, and knowledge</b>		
Has a deep understanding of academic literacy, including methods of argumentation, critical source use and appropriate language/register	Essential	Application Form/Supporting Statements
Can communicate complex concepts using appropriate language.	Essential	Supporting Statements/Interview
Can adapt quickly to new working processes including software/digital platforms, e.g., interacting with students on an online learning platform, accessing and adapting materials etc.	Essential	Supporting Statements/Interview
Has experience using MS Office (including Teams) and virtual learning environments, e.g. Moodle	Essential	Interview
Can keep digital student records and course materials organised and up to date.	Essential	Supporting Statements
Can effectively manage a class and plan lessons	Essential	Supporting Statements/Interview Task
Can work under pressure	Desirable	Interview
Can give constructive and appropriate feedback to students in a timely fashion	Essential	Interview
<b>Attributes</b>		
Is a collaborative team worker who seeks to foster a positive working environment and build a rapport with students and colleagues	Essential	Interview
Has ability to inspire students with enthusiasm for the course	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae, and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g., award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a brief statement (2-3 bullet points), giving examples from previous experience to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.