



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Centre for English Language Learning and Teaching School of Linguistic, Speech and Communication Sciences

Job Opportunity: Part-time Sessional EAP instructor

The Centre for English Language Learning and Teaching seeks applications for a new part-time sessional English for Academic Purposes (EAP) instructor to deliver in-person classes on the Trinity College Dublin campus from May-July 2024. Application deadline 29 February 2024. Queries to cellt@tcd.ie.

Trinity's [Centre for English Language Learning and Teaching](#) (CELLT), located in the School of Linguistic, Speech and Communication Sciences, provides a range of in-sessional and pre-sessional English for Academic Purposes classes designed to support the needs of undergraduate and postgraduate students. The team at the Centre provide a range of Academic English language learning opportunities for all Trinity students and prospective students who hold a conditional offer based on English language requirements. Our research and development in the field of English language learning and teaching ensures the provision of innovative and expert English language programmes delivered to the highest standards.

CELLT is currently seeking a qualified EAP professional who will help the Centre's existing team of staff to meet the language learning needs of students from a diverse range of educational and cultural backgrounds. The main duties of this role are to deliver in-person teaching and related duties in relation to delivering and assessing the university's ten-week [Pre-Sessional Programme](#) (PSP). Sessional EAP instructors teaching on the PSP report directly to the Pre-Sessional Coordinator. The sessional EAP instructor will be expected to work productively and collaboratively in a team setting.

Trinity College Dublin is committed to creating an inclusive and egalitarian environment where diversity is celebrated, and everyone is afforded equality of opportunity. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to read more here <https://www.tcd.ie/equality/>. We welcome applications from everyone. The university holds an institutional Silver Athena SWAN award and the School holds a Bronze award.

Principal Duties and Responsibilities

- Plan, prepare and deliver English language teaching for a minimum 20 contact hours per week for ten weeks across a range of EAP topics
- Deliver EAP classes as described within the PSP programme handbook and ensure that all aspects of the programme meet the stated aims and learning outcomes.



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- Assess students' language proficiency as described in the programme handbook, including summative assessment. Engage in regular continuous assessment activities. Participate in the standardisation of assessment.
- Complete associated administrative and teaching-related duties, including marking assessments and providing timely feedback
- Assist in collecting student evaluations during the programme
- Provide pastoral care and support to students enrolled on the programme; facilitate student meetings within the programme
- Ensure that all course administration (for example, marking, recording assessment results) is completed accurately and in a timely manner. Keep up-to-date records for the purposes of the programme's delivery in line with College policies
- Engage in programme induction; participate in and contribute to staff meetings and programme development activities

Qualifications and Competences, Essential

- Undergraduate Bachelor degree
- A relevant teaching qualification (e.g. Cambridge CELTA/Cambridge DELTA/Trinity CertTESOL/ Trinity DipTESOL)
- Track record of delivering high-quality English language teaching
- Proven experience of English language testing and assessment
- Track record of working with students from diverse educational and cultural backgrounds
- Experience of using different forms of technology and affordances of virtual learning environment in course delivery in a university setting
- Ability to develop excellent working relationships with all stakeholders and team members
- Ability to manage time and workload to meet administrative and marking deadlines
- Flexibility to actively respond to the diverse language learning needs of international students in higher education

Qualifications and Competences, Desirable

- A postgraduate degree in Applied Linguistics/TESOL/EAP or other relevant cognate area
- Experience of teaching on university-based EAP courses (especially pre-sessional)
- Experience of assessing EAP students at a range of levels in higher education contexts
- Track record of working in a higher education context

Salary: €45/per hour. Terms and conditions of employment for occasional staff will be provided. Part-time sessional lecturers are engaged under a contract of service (employee) as opposed to a contract for service (self-employed) and paid via the university's casual payroll.

To apply, please email a copy of your CV to cellt@tcd.ie by the deadline, including the names and contact details of two referees. Please also complete the online application form available [here](https://forms.office.com/e/Wj4m5PUEZ9) (<https://forms.office.com/e/Wj4m5PUEZ9>). Interviews will take place online in March.