



JOB DESCRIPTION

Position Title: EAP Teacher
Report to: Chief Academic Officer
Department: Academic NUCK & BUY
Employment Type: Full Time

Job Overview

Teaching students English for Academic Purposes in preparation for University degree courses.

Key Responsibilities

Student learning experience

- Deliver lessons focused on essential academic skills — reading comprehension, critical thinking, note-taking, and academic writing.
- Guide and support students in developing research skills and academic discourse.
- Collaborate with instructors, advisors, and support staff to provide comprehensive student support.
- Provide individualized academic and language support for struggling students.
- Prepare and conduct face-to-face seminars, tutorials, and teaching sessions.
- Develop and update course materials, schemes of work, and lesson plans tailored to student needs.
- Prepare, administer, and mark formative and summative assessments with timely feedback.
- Provide regular student progress reports and academic feedback to stakeholders.
- Establish and maintain reasonable classroom behaviour rules.
- Offer academic and pastoral support to international students, including study skills and university expectations.
- Manage administrative and record-keeping tasks related to teaching and assessments.
- Contribute to the development and delivery of modules and courses, including providing cover for colleagues.
- Participate in social programs and extracurricular activities linked to teaching.
- Engage in induction, orientation, briefing sessions, and quality assurance audits.
- Act as a positive representative of the institution, liaising with management and participating in professional development

Quality and standards assurance and enhancement

- Implement quality assurance procedures at module and teaching session level and contribute to the annual monitoring and review of courses.

- Maintain accurate and up-to-date records of student attendance and performance.
- Attend and contribute to standardization, moderation, and other quality assurance meetings.
Academic management
- Participating in regular meetings with teaching and support staff contributing to the effective overall management of the programme and student life cycle.
- Maintain and submit accurate and timely records of teaching and other activities
- Carry out any other duties as required from time to time by academic managers.

Qualifications and Experience

- Bachelor's / Master's Degree in a relevant field with Teacher Qualification Status (TESOL, Applied Linguistics, Education, English etc.) (Essential)
- A relevant academic qualification at UK graduate level (Essential).
- Relevant teaching experience (Essential). Normally a minimum of two years. This experience should relate to the delivery of a Western-style syllabus using Western conventions and methodologies. Significant teaching/qualification management experience at a reputable university may also be acceptable.
- A recognised teaching qualification in EAP subject (Desirable).
- The ability to contribute to integrated teaching across the curriculum (Essential).
- An understanding of UK/western higher education and the needs and requirements of international students (Essential).
- Direct experience of further and higher education in an international context (Essential).
- Experience of the development of academic qualifications (Desirable).
- Experience of academic assessment and standards, and of quality assurance procedures (Desirable).
- Experience of teaching English as a second language (Essential for EAP)
- An understanding and appreciation of private sector education (Desirable).
- Experience of living and working in Asia (Desirable).

Skills (Essential)

- Demonstrable cross-cultural awareness and understanding.
- A commitment to teamwork, to working flexibly and to seeking solutions to problems.
- A record of achievement in teaching.
- Excellent interpersonal, communication and presentation skills including fluency in English.
- Competence in the effective use of Information and Communications Technologies (ICT).
- Proven planning and organisational skills and an ability to take initiative within curriculum and policy objectives.
- The ability to contribute to study qualification development.



- The ability to set, review and mark formative and summative assessments in line with a published syllabus. A record of attention to detail, thoroughness and fairness. The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.

Style

- Outward looking and student sympathetic.
- A team worker.
- Flexible with the ability to solve problems, to put in the time necessary to do the job, to take decisions and to accept responsibility.
- A willingness to learn, to improve personal teaching effectiveness and adapt. Credibility with colleagues and in the wider international academic community.
- Practical with high integrity, honesty and ethical standards.
- Enthusiastic and committed with stamina and a positive attitude.