



English Path Head Office
891 Greenford Road,
Greenford, London,
United Kingdom, UB6 0HE
info@englishpath.com
+44 20 4534 0788

JOB DESCRIPTION

JOB TITLE: EAP Programme Coordinator

REPORTS TO: Global Head of Academics

BUSINESS FUNCTION: Academics

LOCATION: Europe

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English, German and French language school that empowers students of all ages through language learning and cultural experiences. English Path has expanded significantly since its foundation, establishing modern campuses, and professional learning environments in the UK, Europe, North America, and the Middle East.

We provide a diverse range of courses, including General English, French and German; Academic and Exam preparation, Electives, Pathway programmes and Professional Certificate programmes. Our curriculum is designed to not only encourage students to enhance their language skills, but also facilitates immersion into the local culture through themes which connect the classroom to real-world experiences. We also offer additional ancillary services such as high-quality accommodation, student insurance and transfers.

By joining English Path, you will be immersed in a talented, passionate, and dynamic group of professionals who are focused on one clear vision; to transform lives through education. Find out more about us here: www.englishpath.com.

MISSION:

A world in which every person can communicate using a common language, removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel, and grow.

VISION:

To create the world's most accessible and innovative English language school that changes lives through education that makes a fundamental difference to living standards.

ROLE PURPOSE:

The successful candidate will lead the academic development, delivery, and quality assurance of English for Academic Purposes (EAP) elements of English Path (EP)'s pathway programmes. They will lead curriculum development, course delivery and quality assurance for the EAP elements of our pathway provision. Reporting to the Academic Director you will ensure our EAP courses are pedagogically sound, aligned with institutional goals, and responsive to student needs across diverse academic disciplines and equip our students to progress seamlessly into further study at partner institutions. This role is pivotal in driving our success in the pathway market at a moment of strategic growth.

ROLES and RESPONSIBILITIES:

Curriculum and Course Design:

- Design, develop, and update EAP courses and materials for classroom, blended, and online delivery.
- Create course syllabi, lesson plans, handbooks and assessment tools aligned with learning outcomes and academic standards.
- Ensure EAP content supports progression to undergraduate and postgraduate study in English-medium institutions.
- Adapt materials for students with varying levels of English and academic literacy.
- Align courses with IELTS levels and institutional language proficiency benchmarks (e.g., CEFR, TOEFL).
- Incorporate academic skills such as essay writing, seminar participation, referencing, critical thinking, and research.

Pedagogical and Quality Assurance:

- Apply best practices in instructional design and EAP methodology.
- Ensure learning materials are inclusive, accessible, and culturally sensitive.
- Review and revise courses based on feedback, data, and emerging academic needs.
- Collaborate with QA team, academic staff and subject specialists to ensure discipline-specific relevance.
- Stay informed about developments in EAP, academic literacy, and international student support.

Collaboration and Support:

- Work closely with teaching staff to ensure smooth implementation and delivery of EAP courses.
- Provide guidance and training to instructors using new or revised materials.
- Support the integration of digital learning tools and platforms (e.g., VLEs, Turnitin, academic databases).
- Liaise with stakeholders to ensure EAP provision meets learner, institutional, and compliance requirements.

Teaching:

- Deliver EAP modules as required.
- Provide teaching cover for absent or sick tutors when necessary.

Recruitment:

- Recruiting and hiring relevant tutors as and when necessary.
- Inducting new tutors and ensuring they are equipped for success.

QUALIFICATIONS, SKILLS, AND EXPERIENCE:

Essential:

- Master's degree in TESOL, Applied Linguistics, or Education.
- Bachelor's degree in a relevant field (e.g., English, Applied Linguistics, Education).
- TEFLQ qualification (e.g., DELTA, MA in TESOL/Applied Linguistics with EAP focus).
- Strong organizational and management experience.



English Path Head Office
891 Greenford Road,
Greenford, London,
United Kingdom, UB6 0HE
info@englishpath.com
+44 20 4534 0788

- Proven experience designing and developing EAP courses.
- Experience teaching EAP in higher education preparatory settings.
- Strong understanding of academic literacy and English for academic purposes.
- Familiarity with UK and international higher education contexts.

Desirable:

- Proficiency with digital tools for course design and delivery (e.g., MS Office, LMS platforms).
- Experience with online and blended learning course design.
- Knowledge of inclusive pedagogical practices and accessibility standards.
- Understanding assessment design and academic integrity principles.

SAFEGUARDING AND COMPLIANCE:

- Responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.
- Help provide emotional and pastoral care for all students and always promote their mental and physical wellbeing.
- Effectively support the teachers with classroom management and student behaviour
- Be aware of prevent duty which aims to safeguard vulnerable individuals from being drawn into terrorism and report any concerns to the Prevent lead and or safeguarding lead.
- Make yourself aware of EPs safeguarding policy, attendance policy, safer recruitment policy and any other policies relating to welfare and safeguarding of students to ensure a clear and correct process is always followed to ensure children are safe and protected

OTHER INFORMATION:

The EAP Programme Coordinator will also be expected to demonstrate their commitment:

- To EP's values and regulations, including our safeguarding and equal opportunities policies.
- To EP's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of EP's Environmental Policy.
- To their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.