



English Path Head Office
891 Greenford Road,
Greenford, London,
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info@englishpath.com
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JOB DESCRIPTION

JOB TITLE: English for Academic Purposes (EAP) Tutor

REPORTS TO TITLE: Global Head of Academics

BUSINESS FUNCTION/ SUB-FUNCTION: Academics

LOCATION: Paris, France; Heidelberg, Germany; Madrid, Spain

ABOUT ENGLISH PATH & EP Pathways:

English Path & EP Pathways is a rapidly growing, global education provider offering high-quality English, German, and French language courses alongside academic pathway programmes that prepare students for successful entry into universities. We empower learners of all ages through language learning, university preparation, and enriching cultural experiences.

Since our launch, we have expanded significantly, establishing modern campuses and professional learning environments across the UK, Europe, North America, and the Middle East. Our Pathway programmes combine academic skills training with language development, giving students the tools and confidence to thrive in higher education.

By joining English Path & EP Pathways, you will be part of a talented, passionate, and dynamic team united by one clear vision: to transform lives through education.

Find out more at 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 change lives through education that makes a fundamental difference to living standards and access to learning.

ROLE PURPOSE:

EP is seeking an experienced and knowledgeable English for Academic Purposes (EAP) Tutor to play a key role in preparing international students for entry into undergraduate and postgraduate programmes. The tutor will deliver high-quality instruction in academic language, literacy, and study skills as part of English Path's pathway programmes. This role is central to supporting student progression to English-medium universities and contributes directly to the success of our growing academic offering. Teaching will be delivered in person in a classroom setting, ensuring students are equipped with the skills and confidence needed to transition smoothly into higher education.



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ROLE and RESPONSIBILITIES:

Academic English Instruction

- Plan and deliver engaging and interactive lessons that develop students' academic English vocabulary, reading, writing, speaking, and listening skills.
- Teach academic skills such as essay writing, paraphrasing techniques, referencing styles, study skills, seminar participation, presentation skills, critical thinking, research and data analysis methods.
- Ensure all teaching aligns with intended learning outcomes and academic standards.
- Set different types of assignments in a timely manner.

Student Support and Development

- Create a positive, inclusive learning environment that is adjusted to different learning styles and encourages participation and academic curiosity.
- Provide academic guidance and support to help students adjust to the expectations of higher education and develop independent learning habits and self-directed learning.

Assessment and Feedback

- Mark and assess student work in line with programme criteria and against pre-determined marking criteria.
- Offer timely, constructive feedback to students' work and learning progress to support academic progress and skill development.

Quality Assurance and Professional Development

- Participate in onboarding and teaching preparation prior to course delivery.
- Participate in internal quality assurance processes and contribute to continuous improvement.
- Engage in professional development activities, including training in pedagogy and digital tools.
- Attend team meetings, teaching workshops, and contribute to academic planning and review.

ESSENTIAL SKILLS AND EXPERIENCE

- Master's degree in TESOL, Applied Linguistics, or Education.
- TEFLQ qualification (e.g., DELTA, MA in TESOL/Applied Linguistics with EAP focus).
- Fluent and accurate command of spoken and written English.
- Experience teaching EAP in higher education or preparatory programmes.
- Strong understanding of academic literacy and English for Academic Purposes.
- Familiarity with international higher education contexts, particularly in UK, Europe or North America.
- Confident use of digital teaching tools and virtual learning environments (e.g. Moodle, Blackboard, Canvas).
- Confident use of academic-related online environments (e.g. Turnitin).
- Eligibility to work in the relevant country and willingness to undergo a DBS check.
- Proven ability to support and engage students from diverse cultural and educational backgrounds.



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SAFEGUARDING AND WELFARE RESPONSIBILITIES:

- Responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.
- 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 Tutor will also be expected to demonstrate their commitment:

- To EP's values and regulations, including equal opportunities policy.
- 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 EP's Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

English Path is an Equal Opportunity Employer:

EP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Note: The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

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.

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed to our Designated Liaison Officer. The successful candidate will be required to undergo Garda Vetting. Further information about the Garda Vetting process can be found at <https://vetting.garda.ie/Help/FAQ>.