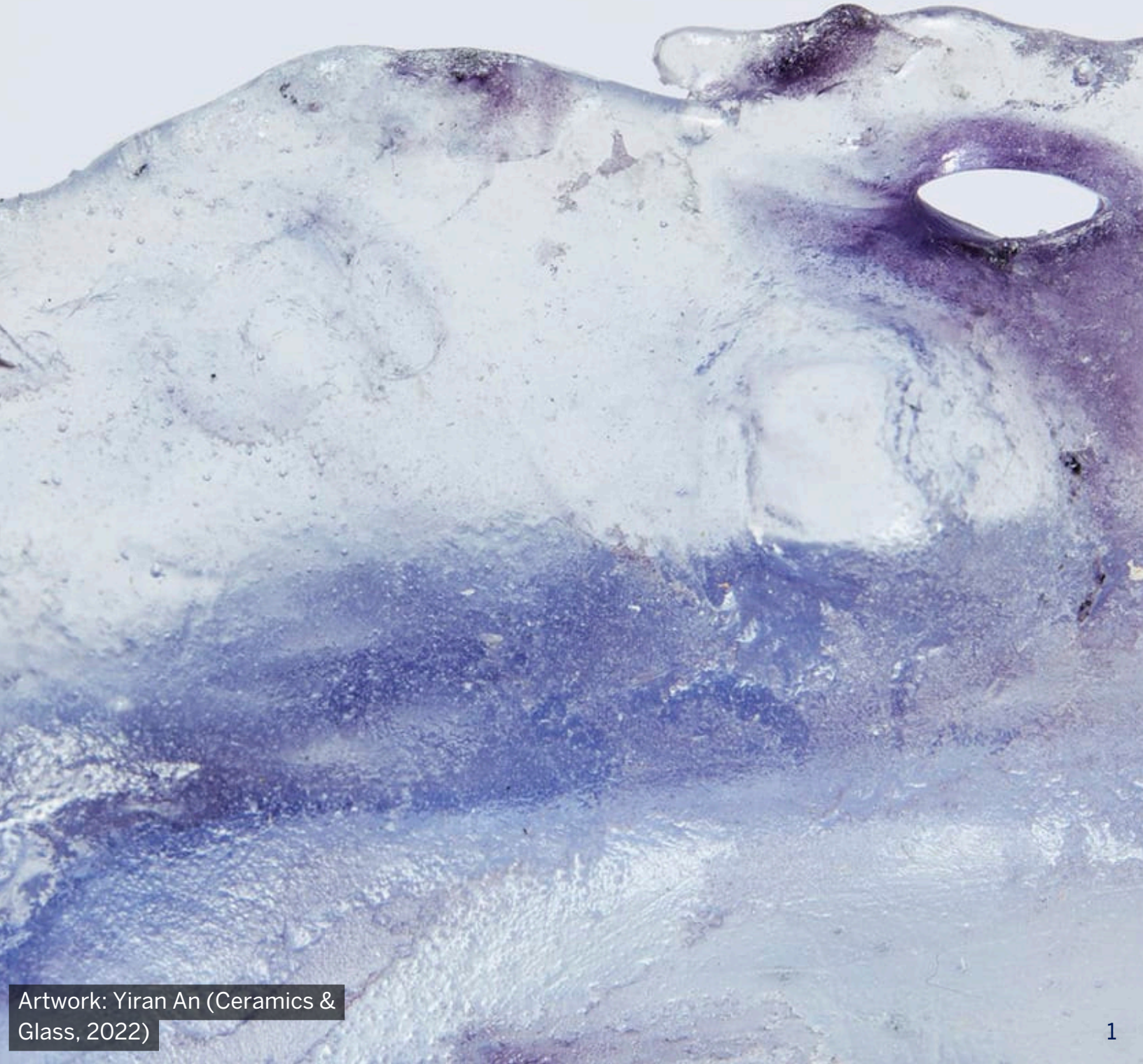


RCA

EAP Pre-Sessional Tutors

December 2025



Artwork: Yiran An (Ceramics &
Glass, 2022)

CONTENTS



Photo: Richard Haughton

3	<u>About RCA</u>
4	<u>Our Strategy</u>
5	<u>Our People</u>
6	<u>Our Values</u>
7	<u>About the Role</u>
<u>14</u>	<u>Person Specification</u>
15	<u>Pay and Benefits</u>

WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's oldest art and design university in continuous operation and today hosts the largest postgraduate community of art and design students globally. The RCA has been ranked the world's number one art and design university for eleven consecutive years by the QS World University Rankings by Subject 2025, reflecting the College's unrivalled reputation for excellence and influence.

The RCA is research-led, with REF 2021 recognising the College as the UK's most research-intensive art and design institution. A growing proportion of our outputs are judged 'world-leading' and 'internationally excellent', and our interdisciplinary research environment brings together artists, designers, architects, technologists and scientists to address global challenges and shape future creative practice.

With more than 25,000 alumni across the world, the RCA's graduates form a unique global network of creative leaders. Our students and alumni are internationally recognised for developing award-winning, sector-defining work — from fine art and architecture to robotics, mobility, material science and cutting-edge design innovation. InnovationRCA, our graduate start-up incubator, is one of the most successful in the UK, supporting high numbers of female-led ventures and delivering exceptional long-term commercial success.



Photo: Richard Haughton

More than 2,800 students study across four Schools and multiple research centres, taking programmes at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. Our practice-based model blends academic rigour, creative experimentation and interdisciplinarity, supported by a highly skilled technical workforce and an academic community with deep links to industry, culture, science and the creative sector. The RCA is home to established and developing research hubs including the Helen Hamlyn Centre for Design, the Intelligent Mobility Design Centre, the Computer Science Research Centre, the Textiles Circularity Centre, the Materials Futures Research Group and a forthcoming Centre for Drawing.

The College champions a STEAM vision — integrating science, technology, engineering, art and design — with investment in specialist faculty across fields such as robotics, materials science and computer science. This approach enables our community to tackle urgent global issues including climate resilience, ageing societies, biodiversity loss, the ethics of emerging technologies and the transformative potential of AI.

Our People



Photo: Richard Haughton

The strength of the RCA lies in its people: our students, academic community, researchers, technical specialists, professional services teams and our global network of alumni and partners.

The RCA's Chancellor is Sir Jony Ive, one of the world's most influential designers. The Pro-Chancellor and Chair of Council is Sir Peter Bazalgette, and the President & Vice-Chancellor — the College's Chief Executive — is Professor Christoph Lindner, who joined the RCA in 2024.

Our academic faculty bring world-leading expertise and industry insight into a practice-led teaching model. A core academic and research workforce of around 196 FTE is supported by more than 215 Associate Lecturers and a broad network of guest lecturers from across global creative industries and cultural sectors. Distinguished practitioners including leaders from architecture, design, fashion, visual communication, materials science and digital innovation contribute directly to the curriculum.

Our 95 specialist technicians hold deep expertise in areas including digital fabrication, prototyping, film and sound, 3D modelling, metalwork, ceramics, textiles, and emerging technologies. Their knowledge underpins an exceptional hands-on learning environment and ensures students have access to world-class technical support.

Our people form a distinctive creative ecosystem: a collaborative, interdisciplinary community working across disciplines, generations and cultures to shape the future of art and design.



OUR STRATEGIC DIRECTION: TOWARDS THE RCA AT 200 (2026–2030)

The RCA's new Strategic Plan sets out a transformational five-year phase as we begin our journey towards our bicentenary in 2037. Our ambition is to become the world's most influential art and design community, with a global footprint and a renewed approach to research, education, partnerships and organisational culture.

By 2030:

- The College will operate across two revitalised central London campuses, including a reimagined Darwin Building at Kensington.
- We will establish research and education hubs outside the UK for the first time.
- We will strengthen our global partnerships, increase access to scholarships and widen participation for students from all backgrounds.
- We will be recognised for leadership in emerging creative technologies, especially AI, and for our contribution to sustainability, regenerative practice and public good.

Our work is underpinned by the RCA's four values — Collaboration, Curiosity, Inclusion and Integrity — and by commitments to long-term resilience, financial sustainability, staff and student wellbeing, and a culture where creativity and innovation thrive.



The College's ambitions will be delivered through three Strategic Pillars:

Strategic Pillar One

Creating and delivering the best art and design education, dialogue and research.

Strategic Pillar Two

Championing a community with outstanding potential who are diverse, inclusive and connected.

Strategic Pillar Three

Convening transformational exchanges of art and design expertise and ideas.

Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:



Curiosity

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.



Inclusion

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.



Collaboration

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



Integrity

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



At this time, you can apply to be considered for the following contract dates (please note: contracts start one week before the course dates):

- Spring 10-week Pre-sessional: Monday 23 February 2026 - Friday 22 May 2026*
- Spring 6-week Pre-sessional: Monday 30 March - Friday 22 May 2026
- Summer 10-week Pre-sessional: Tuesday 26 May - Friday 14 August 2026
- Early Summer 6-week Pre-sessional: Monday 29 June - Friday 14 August 2026
- Late Summer 6-week Pre-sessional: Monday 20 July - Friday 4 September 2026

*this contract includes 2-weeks working non-teaching: Monday 30 March - Friday 10 April

Please note: you are applying to join a pool of tutors. We will conduct interviews with applicants to join our pool of tutors in early February. We will confirm tutor appointments for each course closer to the start date of the courses.

English for Academic Purposes Pre-Sessional Tutor



EAP (English for Academic Purposes) Pre-Sessional courses at the Royal College of Art (RCA) provide academic and language communication skills development to international postgraduate Art and Design students. As part of the RCA strategy, we are committed to putting students at the heart of everything we do, working to ensure successful outcomes for the Pre-Sessional courses to support inclusivity and student engagement. The EAP Pre-Sessional courses are tailor-made and constructively aligned with the needs of postgraduate art and design education. The courses highlight the dialogic, critically reflective, and independent enquiry skills needed in Art and Design Higher Education, drawing on the wide range of interdisciplinary research areas explored at the college. EAP Pre-Sessional tutors contribute to high-quality, innovative teaching and learning within an academic communicative skills context. The EAP Pre-Sessional courses offer a variety of teaching methodologies with core principles of flexibility, collaboration and process at the heart.



The Academic Skills Team is seeking suitably qualified EAP tutors with experience in teaching postgraduate students to join our Pre-Sessional team in 2026. We run a small, collegiate Pre-Sessional course specifically designed to develop students' skills in critical thinking, extensive reading, and autonomous learning.

The role is best suited to someone who enjoys a flexible, creative, proactive, and initiative-led environment. This is a course that is not based on traditional grammar and EAP input sessions, but is thematised around topics and teaching methods that students will experience on postgraduate Art and Design programmes. Tutors are therefore required to support students in developing critically reflective and dialogic research skills, while also exploiting opportunities for language and communication learning where necessary. Students are highly motivated and provide a rich environment of stimulating content.

We run classes Monday to Friday, with a webinar on Wednesdays (where students listen to other researchers and incorporate this into their knowledge-building) and a group project carried out by students outside of their class time.

This is a full-time position with working hours of 8:30 am - 4:30 pm BST.

The position holder will be able to work online from the Staff Induction week until the end of the course.

QUALIFICATIONS AND EXPERIENCE

- MA in a suitably related EAP field or demonstrate extensive related experience
- DELTA, PGCE or equivalent
- EAP experience in Higher Education



Photo: Richard Haughton

MAIN DUTIES

EAP tutors will be expected to:

- Be available online for the duration of the course(s), including induction days, from 8.30 am-4.30 pm, UK time, Monday to Friday (including any non-teaching days between courses if applicable)
- Undertake all teaching duties from 9.00 am to 12.30 pm, UK time, planning, marking, team teaching with other tutors/groups where indicated, and conducting 1:1 tutorials with each student each week; be available for other course needs (group project & webinar support/CPD, for example) as required during the non-teaching time (if applicable).
- Take responsibility for all teaching administration, including maintaining accurate registers, providing timely feedback, and writing/organising all end-of-term reports.
- Participate in team meetings and CPD sessions every week
- Demonstrate an interest in and willingness to develop teaching knowledge of Art and Design contexts and themes
- Demonstrate confidence in exploiting software to support learning in the online classroom
- Ability to work in a collegiate team to share materials and offer support where possible
- Demonstrate a high level of systemic language knowledge and current best practice teaching methodologies in the field of EAP and Academic Literacies
- Demonstrate awareness of students' learning needs in Higher Education
- Demonstrate an ability to exploit unplanned language learning opportunities effectively, including while monitoring progress and providing formative feedback
- Demonstrate clear initiative in designing and planning teaching sessions
- Demonstrate an ability to work independently and flexibly
- Demonstrate effective skills to liaise and collaborate with colleagues across the team
- Demonstrate effective use of technology for administrative and teaching efficiency
- Demonstrate ability to use materials in stimulating and innovative ways, including exploiting materials for language instruction and vocabulary.

All materials are provided and adapted for use online.

Online teaching technical requirements:

- Computer/Laptop and video/audio equipment:
- a modern and reliable desktop or laptop is essential
- processor Intel Core i5/7 or an AMD Ryzen 5 or better
- RAM (Memory): 8GB minimum, 16GB recommended for a smooth experience
- Storage: 256GB SSD (Solid State Drive) or larger - this is key for fast loading and stability
- Webcam: An external HD (720p) or Full HD (1080p) webcam is preferred, or a high-quality built-in laptop webcam
- Audio: A headset with an integrated microphone is strongly recommended

Broadband:

- Recommended Speed (Optimal Performance): 50+ Mbps Download / 10+ Mbps Upload. Please upload a screenshot of your broadband speed reading from: <https://fast.com/en/gb/#> to the Supporting Documents section.
- Connection Type: We strongly recommend a wired Ethernet connection to the router/modem over Wi-Fi for tutoring sessions

Course Dates:

Spring 10-week Pre-sessional:

- Induction: Monday 23 February - Friday 27 Feb 2026
- Teaching: Monday 2 March - Friday 27 March and Monday 13 April - Friday 22 May 2026

Spring 6-week Pre-sessional:

- Induction: Monday 30 March - Friday 10 April 2026
- Teaching: Monday 13 April - Friday 22 May 2026

Summer 10-week Pre-sessional:

- Induction: Tuesday 26 May - Friday 29 May 2026
- Teaching: Monday 1 June - Friday 14 August 2026

Early Summer 6-week Pre-sessional:

- Induction: Monday 29 June - Friday 3 July 2026
- Teaching: Monday 6 July - Friday 14 August 2026

Late Summer 6-week Pre-sessional:

- Induction: Monday 20 July - Friday 24 July 2026
- Teaching: Monday 27 July - Friday 4 Sept 2026

Person Specification

Essential characteristics of the postholder:

- an MA in an EAP or related field, or demonstrate significant related experience
- a postgraduate teaching qualification
- demonstrate a high level of systemic language knowledge and current best practice teaching methodologies in the field of EAP and Academic Literacies
- demonstrate awareness of students' learning needs in postgraduate Higher Education and effective methods for exploiting unplanned learning opportunities
- demonstrate clear initiative in designing and planning teaching sessions
- Flexibility to focus on dialogic and critical reflective skills for teaching a non-typical EAP course
- a strong understanding of Art and Design teaching contexts and current themes
- demonstrate ability to use materials in stimulating and innovative ways
- ability to take initiative and work independently as well as part of a collegiate team
- demonstrate effective skills to liaise and collaborate with colleagues across the team
- ability to tackle challenges effectively and with a positive, proactive, collaborative spirit
- confidence in using a VLE and a variety of pedagogic software for effective teaching methodologies
- effective use of technology for administrative efficiency

Desirable characteristics of the postholder:

- experience of teaching pre-sessional English courses or equivalent, ideally including the RCA Pre-sessional courses
- fellowship of the HEA
- experience of action research and conference presentation
- experience of teaching postgraduate and/or Art and Design students

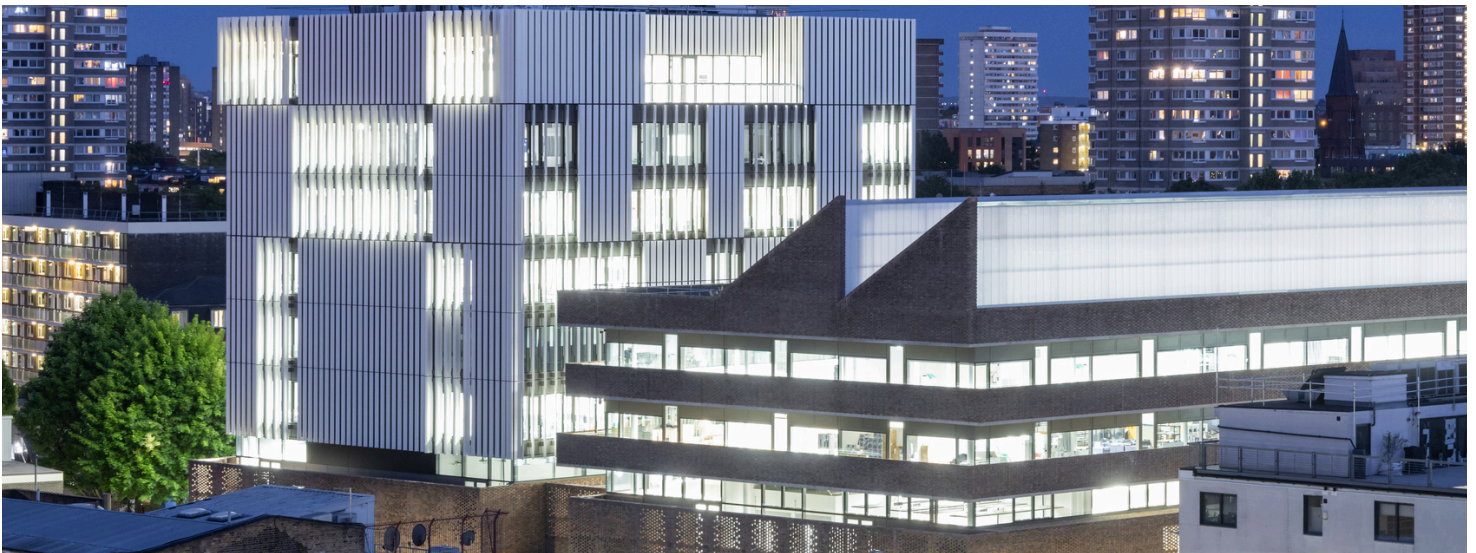


Photo: Iwan Baan

Pay & Benefits

Additional Information:

- Responsible to: Pre-Sessional Coordinators
- Full time salary: Grade 7: £44,693 to £50,836 per annum including London Allowance
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. Pro rata for part time employees
- A contributory defined benefit pension scheme and interest-free season ticket loan are available alongside many other benefits
- Location: Remote
- Department: Education & Student Success - Academic Skills



Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

30 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.



Equality, diversity and inclusion - Disability and neurodiversity

Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people





11 years
as the world's
N°1 University
for Art & Design

QS World University Rankings
by Subject 2015-25

Together, the RCA community can generate change now for a sustainable future everywhere.