Dear

Freedom of Information Response (Our Ref: K/20/110)

Thank you for your Freedom of Information (FOI) request dated 1 March 2020, reference K/20/110.

Your request read:

“1) The number of people employed to teach on English for Academic Purposes courses including (including pre-sessional courses) over the period academic year 2017-2018 & 2018-2019 regardless of contract type (without duplicating numbers for those who worked during both years in some capacity)
2) Percentage of these (1) who were employed as full-time members of staff on permanent contracts.
3) Percentage of those (1) who were employed as part time members of staff on permanent contracts.
4) The percentage of those employed in pre-sessional courses for year 2017-2018 who were subsequently employed as (1) a full time member of staff on permanent contract, or (3) part time member of staff on permanent contracts
5) The minimum qualification requirements for all (1,2,3,4).

The University of Leeds holds this information.

In relation to questions one, two and three, please find the information held by the University of Leeds contained within the table below.

<table>
<thead>
<tr>
<th></th>
<th>2017/18</th>
<th>2018/19</th>
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</thead>
<tbody>
<tr>
<td>The number of people</td>
<td>158 people</td>
<td>184 people</td>
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<td>employed to teach on</td>
<td></td>
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<tr>
<td>English for Academic</td>
<td></td>
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<tr>
<td>Purposes courses</td>
<td></td>
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<tr>
<td>% employed on full time,</td>
<td>24.68% (39 people)</td>
<td>24% (44 people)</td>
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<tr>
<td>permanent contracts</td>
<td></td>
<td></td>
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<tr>
<td>% employed on part-time,</td>
<td>11.39% (18 people)</td>
<td>9.78% (18 people)</td>
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<tr>
<td>permanent contracts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) The percentage of those employed in pre-sessional courses for year 2017-2018 who were subsequently employed as (1) a full time member of staff on permanent contract, or (3) part time member of staff on permanent contracts

Two internal people from the school applied for and were successfully appointed to the permanent externally advertised role AHCLC1073 in April 2019. Two further internal people also applied for and were successfully appointed to the permanent externally advertised role AHCLC1100 in November 2019.
5) The minimum qualification requirements for all (1,2,3,4).

Please find attached relevant job descriptions setting out minimum qualifications (English Language Tutor is the summer pre-sessional requirement).

Essential for the summer pre-sessional Tutor’s is a first degree and Certificate in Teaching English to Speakers of Other Languages (CELTA), or other recognised language teaching qualification.

Desirable for the summer pre-sessional Tutors is a Diploma in English Language Teaching to Adults (DELTA), the Trinity Diploma in Teaching English to Speakers of Other Languages (DipTESOL), or a Postgraduate Certificate in Education (PGCE) with major Teaching English to Speakers of Other Languages (TESOL) component (or alternatively, CELTA or The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL) with a master’s (MA) degree in TESOL or a related area) or MA in EAP or another relevant field.

For the Lecturer in English for Academic Purposes role, the essential qualification requirements are: a first degree and a recognised English language teaching qualification and a Master’s degree in a relevant field or a diploma-level teaching qualification (or equivalent).

Desirable – a PhD or EdD.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted.
at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

**Chloe Wilkins**
Freedom of Information Officer

Secretariat
University of Leeds