

ASSOCIATE TUTOR B – Grade 6

University of Sussex

ROLE PROFILES: TEACHING AND SCHOLARSHIP

Main Responsibilities & Activities	<u>TEACHING AND SCHOLARSHIP</u>
1 Teaching and learning support	<ul style="list-style-type: none"> • Provide support to colleagues engaged in the teaching process. • Assist with the design of the structure and style of teaching sessions. • Carry out teaching within a clear and established programme, with assistance and support. • Engage the interest and enthusiasm of students and inspire them to learn. • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. • Develop own teaching materials under supervision by permanent member of staff. • Set and mark assessments, where marking will require significant levels of academic judgement against broad-banded assessment criteria. • Deliver group teaching sessions in which they are the primary teacher/tutor present. • Provide feedback to students. • Contribute to the development of assessments. • Liaise with colleagues to ensure that content, methods of delivery and learning materials will meet the defined learning objectives. • Undertake administration of courses, with guidance.
2 Research and scholarship	<ul style="list-style-type: none"> • Regularly update subject knowledge in order to inform teaching.
3 Communication	<ul style="list-style-type: none"> • Communicate information and ideas to students. • Write handouts and other learning support materials. • Deal with routine communication using a range of media
4 Liaison and networking	<ul style="list-style-type: none"> • Liaise with colleagues to make sure the learning experience fits appropriately with the overall context of the teaching programme.
5 Managing people	Not applicable
6 Teamwork	<ul style="list-style-type: none"> • Actively participate as a member of a teaching team. • Attend and contribute to relevant meetings.
7 Pastoral care	<ul style="list-style-type: none"> • Show sensitivity and consideration to others' needs and circumstances and refer students as appropriate to services providing further help.
8 Initiative, problem-solving and decision-making	<ul style="list-style-type: none"> • Deal with problems which may affect the delivery of own teaching. • Contribute to decisions affecting the work of the team.

9 Planning and managing resources	<ul style="list-style-type: none"> • Plan own day-to-day activity within the framework of the agreed programme. • Manage, with guidance, own teaching activities. • Co-ordinate own work with that of others to avoid conflict or duplication of effort.
10 Sensory, physical and emotional demands	<ul style="list-style-type: none"> • Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work carried out.
11 Work environment	<ul style="list-style-type: none"> • Is required to be aware of the risks in the work environment.
12 Expertise	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of teaching methods and techniques.