**Position Description**

**Position Title:** Academic Tutor  
**Job Category:** AM005  
**Division:** ISC  
**Direct Manager:** Subject Leader  
**Location:** Sussex  
**Direct Reports:** None  
**Date Approved:**  
**Approved by:**

**Org Chart:**

**Job Purpose:**
To deliver highly effective modules across one or all of the courses delivered at Sussex ISC, working at one or all of the following levels: Foundation (Level 3); International Year 1 (Level 4); and Pre Masters (Level6).

**Key Responsibilities:**

**Student learning experience**
- Contribute to the design, delivery and development of modules and teaching sessions offered by the Sussex ISC  
- Prepare and deliver teaching lecture, seminar and tutorial sessions, with a normal teaching load of up to 25 hours per week  
- Prepare module examinations and other forms of formative and summative assessment
Position Description

- Mark students' formative and summative assessments submissions and provide timely feedback to students on their performance, including writing regular student reports and tutorials
- Develop and update course material for modules and teaching sessions, including module material for the Virtual Learning Environment (VLE)
- Work with the Centre’s Operations team in the delivery of induction, orientation and registration programmes.
- Notify and liaise with colleagues where necessary to ensure all students receive appropriate on-going welfare and progression support

Quality and standards assurance and enhancement
- Implement quality assurance procedures at module and teaching session level and contribute to the annual monitoring and review of courses
- Maintain accurate and up-to-date records of student attendance and performance
- Attend and contribute to standardisation, moderation and other quality assurance meetings

Academic management and personal development
- Participating in regular meetings with teaching and support staff contributing to the effective overall management of the programme and student life cycle
- Maintain and submit accurate and timely records of teaching and other activities
- Carry out any other duties as required from time to time by the Centre Director and/or Deputy Centre Director.

Organisational Compliance:
The position holder must comply with Study Group policies and applicable laws including those in relation, but not limited to: Occupational Health and Safety; Anti-Discrimination and Harassment, Anti-Bribery and Corruption and those specifically relevant to the position and authority of the job holder.

Attributes:

SELECTION CRITERIA:
As the successful candidate, you will enjoy working with international students and have a drive and enthusiasm for supporting students in achieving high quality learning outcomes.
In addition, you will have:

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<tr>
<th>Qualifications &amp; Training</th>
<th>Experience Required:</th>
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<tr>
<td>A Bachelor degree in the relevant subject area. Candidates with further qualifications in the subject area will be welcome and a Master’s qualification is normally essential for teaching on international year 1 and the pre-masters programmes.</td>
<td>Experience of teaching in UK higher or further education and experience of working with international students</td>
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<td>Teaching qualification (Desirable)</td>
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<th>Knowledge/Skills:</th>
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| Ability to develop and update teaching material and preferably experience of working within a Virtual Learning Environment
| Competence in teaching and administrative IT skills (Word, Excel, PowerPoint, e-mail, etc.)
| A student-centred and client-focused approach
| A commitment to continuous professional development
| Strong record-keeping skills
| Flexibility and willingness to work under pressure to deadlines
| Enthusiasm and motivation to be a performance-driven team player. |