

CORE JOB DESCRIPTION

Job Title:	Language Tutor
Grade:	Grade 6
School:	Media, Arts & Humanities
Location:	Arts A
Responsible to:	Director, SCLS (Deputy Director on a day-to-day basis)
Direct reports:	n/a
Key contacts:	Students, members of Faculty within the School and University, School Officers, academics in the field in other institutions.
Role description:	Post-holders will be expected to teach in a developing capacity. Post-holders will be encouraged to establish an education portfolio.

PRINCIPAL ACCOUNTABILITIES

1. To deliver high-quality teaching that engages students within clear and established programmes.
2. To attend and contribute to relevant meetings, working groups, committees and other School and University activities as required.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant course and module convenors.
- 1.2 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.
- 1.3 Set and mark coursework and examinations, where marking will require academic judgement against broad-banded assessment criteria and provide constructive and comprehensive feedback to students.
- 1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
- 1.5 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
- 1.6 Undertake and complete administrative duties required in the professional delivery of teaching.

- 1.7 Adopt an approachable and accessible attitude towards students.
- 1.8 Transfer knowledge in the form of practical skills, methods and techniques.
- 1.9 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Contribution to School & University

- 2.1 Attend and contribute to School meetings where required.
- 2.2 Participate in School or University working groups or committees, as required.

3. Role-specific duties

- 3.1 Deliver the module or course syllabus, including the setting, marking and moderation of assignments and assessments within the required time frame, ensuring that all aspects of delivery meet the required standards and learning objectives.
- 3.2 Use Canvas to communicate with students and support learning through the uploading of learning materials, in line with guidance from Module or Course Convenor.
- 3.3 Provide effective and timely oral and written feedback to students on their progress, including advice on language skills.
- 3.4 Attend scheduled standardisation sessions and any other meeting which may be required.
- 3.5 Ensure that regular and accurate records of tutorials, class work, student attendance, marks and progress are maintained, and that student absence is promptly reported.

INDICATIVE PERFORMANCE CRITERIA

1. High quality teaching performance across a range of teaching activities, at different levels as evidenced by surveys, questionnaires and peer review.
2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
3. Delivering a teaching load in line with Centre expectations.
4. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
5. Efficient and effective contribution to academic support duties within the Centre, School or University.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to Masters level, or other equivalent qualification, or appropriate level of experience.
2. A relevant recognised teaching qualification.
3. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work effectively as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Significant language teaching experience.
2. Recent experience in the formative and summative assessment of language skills.
3. Ability to communicate new and complex information effectively to students.
4. Ability to direct students to relevant university support services as required.
5. Awareness of and respect for diversity in the workplace.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching at undergraduate level.
3. Membership of professional body, if appropriate.
4. Emerging record of developing an education portfolio.