

Lancaster University International Study Centre:

Business/Economics tutor(s) Job Description

Job Title:	Subject Tutor (s)- Business/Economics
Reports To:	Deputy Head of Centre

Terms of Employment:	Fixed term Hourly paid Part-time (5-25 contact hours a week) Holiday pay: 6 weeks (30 days) per year, pro rata
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Main Functions of the Post:

Part-time teaching hours are available for suitably qualified individuals to deliver modules on our International Foundation Year courses in Business and Management Studies, and Law and Social Studies.

TEACHING RESPONSIBILITIES

1. To contribute to teaching in the relevant subject areas
2. To ensure student punctuality, attendance and appropriate behaviour in class/teaching rooms
3. To prepare detailed schemes of work in advance for all groups taught in any one term or year
4. To deliver these schemes of work effectively, to set homework (minimum 1 a week) and mark and return these within 3 working days
5. To maintain up to date records of student attendance, homework marks and test scores.
6. To make every effort to secure the best performance from each student at their level both during their course and in final exams and assessments
7. To contribute to the preparation of end of term reports on and for students
8. Supervise and mark course work/ examination scripts as required
9. Provide cover where necessary

OTHER RESPONSIBILITIES

10. To contribute to development/revisions to existing courses in terms of design, delivery, assessment etc.
11. To attend calendared training days, whole staff or departmental staff

meetings and review days, Module Assessment Boards (MABs), and Programme Assessment Boards (PABs).

12. To keep up to date with developments in academic teaching and skills, including the use of e-learning resources.
13. To maintain an appropriate dress code and keep teaching room(s) tidy and with suitable displays
14. To work in a collegial fashion and foster productive relations with other members of staff
15. Be responsible for creating and updating teaching materials
16. To inform the Deputy Head of Centre of resource requirements relating to the teaching within the centre
17. To carry out other duties as required by the Head of Centre

PERSON SPECIFICATION:

Qualifications: <ol style="list-style-type: none"> 1. First degree in a relevant subject 2. Higher degree 3. Qualified Teacher status 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Experience: <ol style="list-style-type: none"> 1. Teaching relevant discipline to A level/IB/university first year level or equivalent 2. Experience of teaching international students 	<p>Essential</p> <p>Desirable</p>
Knowledge: <ol style="list-style-type: none"> 1. of Further Education Sector in the UK 2. of Higher Education Sector in the UK 	<p>Desirable</p> <p>Essential</p>
Skills/Ability <ol style="list-style-type: none"> 1. Motivate and teach students, and carry out pastoral functions 2. Effective communication 3. Work co-operatively and flexibly with colleagues 4. Record Keeping 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

5. Computer Literacy	Essential
Personal Attributes	
1. Enthusiastic	Essential
2. Dedicated	Essential
3. Flexible and able to adapt to change	Essential

Location:	Lancaster University International Study Centre
Room(s):	As appropriate
Duties/ Responsibilities:	To carry out the main functions of the post and report to the Head of Centre with any problems encountered in carrying out these responsibilities.
Equipment/ Resources (for which you have a responsibility):	To ensure that resources required by students are maintained

Date of Job Description:	September 2013
Review Date:	September 2014