

**JOB DESCRIPTION**

<b>Job Title:</b>	Subject Tutors- Foundation/A-level Economics; Maths; Accounting
<b>Reports To:</b>	Deputy Head of Centre
<b>Terms of Employment:</b>	Part-Time : 5-15 hours per week  Holiday pay: 6 weeks (30 days) per year, pro rata

**Main Functions of the Post:****TEACHING RESPONSIBILITIES**

1. To contribute to teaching in the relevant subject areas
2. To contribute to teaching on other LUISC courses where appropriate
3. To ensure student punctuality, attendance and appropriate behaviour in class/teaching rooms
4. To prepare detailed schemes of work in advance for all groups taught in any one term or year
5. To deliver these schemes of work effectively, to set homework (minimum 1 a week) and mark and return these within 3 working days
6. To maintain up to date records of student attendance, homework marks and test scores
7. 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
8. To contribute to the preparation of end of term reports on and for students
9. Supervise and mark Project dissertations where required
10. Provide cover where necessary

**OTHER RESPONSIBILITIES**

11. To contribute to the development and/or revisions to existing courses or new courses in terms of design, content, structure, form of delivery, assessments etc.
12. To attend calendared staff or departmental staff meetings, Module Assessment Boards (MABs) Programme Assessment Boards (PABs) and training days as appropriate
13. To keep up to date with developments in academic teaching and skills including the use of e-learning resources
14. To maintain an appropriate dress code and keep teaching room(s) tidy
15. To work in a collegial fashion and foster productive relations with other members of staff
16. To create and update teaching materials
17. To inform the Deputy/Head of Centre of resource requirements relating to the teaching
18. To carry out other duties as required by the Deputy/Head of Centre

<b>PERSON SPECIFICATION:</b>		
<b>Qualifications:</b>	1. First degree (Upper Second or First in an appropriate subject area)	Essential
	2. Qualified Teacher status	Essential
	3. Post graduate qualifications	Desirable
<b>Experience:</b>	4. Teaching relevant discipline to FE/HE Level (NQF level 3, FHEQ 4)	Essential
	5. Experience of teaching international Students	Desirable
<b>Knowledge:</b>	6. of Further Education Sector in the UK	Desirable
	7. of Higher Education Sector in the UK	Desirable
<b>Skills/Ability</b>	8. Motivate and teach students and to carry out pastoral functions	Essential
	9. Effective Communication	Essential
	10. Work co-operatively and flexibly with colleagues	Essential
	11. Record Keeping	Essential
	12. Computer Literacy and using interactive technologies	Essential
<b>Personal Attributes</b>	13. Enthusiastic	
	14. Dedicated	
	15. Flexible and able to adapt to change	

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

<b>Date of Job Description:</b>	January 2017
<b>Review Date:</b>	January 2018