

**JOB DESCRIPTION**

**Vacancy Ref: A3308**

<b>Job Title:</b> Temporary Study Start Tutors	<b>Present Grade:</b> Hourly rate £21.09 inclusive of holiday pay
<b>Department/College:</b> Global Engagement	
<b>Directly responsible to:</b> Global Experiences Officer	
<b>Supervisory responsibility for:</b> N/A	
<b>Other contacts:</b>  <b>Internal:</b> Academic Director, Academic Coordinators, Administration team and other Tutors  <b>External:</b> Students	
<b>Major Duties:</b> Tutors will work under the direction of the Academic Director of Summer Programmes, the Academic Coordinators and the Global Experiences Officer. Their duties will be as follows: <ol style="list-style-type: none"> <li>1. To moderate students' progress up to 25 hours per week online. The actual number of hours will be decided by the Director and Coordinators and may vary from week to week.</li> <li>2. After initial training, to familiarise self with and utilise the course digital platforms used for e.g. teaching, giving feedback, liaising with colleagues, meetings, recording attendance and accessing materials.</li> <li>3. To evaluate written assignments, and draft submissions, and provide students with detailed feedback in written, electronic form (via the course e-learning site) and in spoken form (during tutorials)</li> <li>4. To complete all administration tasks (e.g. feedback on lessons and individual students) whenever necessary in a timely fashion, and to make all lesson notes and materials available to the Coordinators as required, in digital form.</li> <li>5. To follow the course syllabus as closely as possible.</li> <li>6. To participate in professional development activities (e.g. mentor and peer classroom observations).</li> <li>7. During the week set aside for orientation and preparation of the course, to be available from 9.00am to 5.00pm Monday – Friday.</li> <li>8. During the teaching weeks, to be available Monday – Friday for teaching and related administrative tasks, including attending course meetings that take place outside of class times. Also, to be available to engage in occasional social activities organised for students.</li> <li>9. To follow the University's environmental and sustainability policies such as reducing and recycling waste, and minimising carbon emissions.</li> <li>10. To perform any further duties related to teaching, materials or administration of the course as may be required by the Director or Coordinators.</li> </ol>	