|  |  |
| --- | --- |
| **Position Title:** | Academic Tutor |
| **Job Category:** | Academic |
| **Division:** | ISC |
| **Direct Manager:** | Head of Academic Subjects |
| **Location:** | Royal Holloway |
| **Direct Reports:** | None |
| **Date Approved:** | September 2020 |
| **Approved by:** | Alexia Gonzalez |
|
| **Job Purpose:**Royal Holloway University International Study Centre and its programmes are provided by Study Group. You will work with colleagues across the Centre to ensure the effective delivery of teaching programmes in line with our teaching, learning and assessment strategy, broader scholarship and aims for an outstanding student experience. You will also contribute directly to student support and to the development and implementation of innovative teaching practices across the Centre. As a tutor, you will contribute to the design, development and production of teaching and learning materials in your subject area for modules within the Foundation programme (FHEQ Level 3), International Year One Undergraduate programme (FHEQ Level 4) and/or Pre-Masters programme (FHEQ Level 6). |
| **Key Responsibilities:**Reporting to the Head of Academic Subjects you will be responsible for the design, delivery and development of modules within your subject area. **Student learning experience*** Contribute to the design, delivery and development of modules offered by Royal Holloway University International Study Centre.
* Prepare and deliver teaching lectures, seminars and tutorial sessions, with variable hours up to 25 hours per week.
* Write and prepare unit examinations and other forms of formative and summative assessment.
* Mark students’ formative and summative assessment submissions and provide timely feedback to students on their performance, including tutorials and writing regular student reports.
* Develop and update course material for modules and teaching sessions, including module material for the Virtual Learning Environment (VLE).
* Work with the Centre’s administration 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.
* Track students’ academic journey, and identify and implement appropriate intervention strategies to support on-going learning.
* Act as a Personal Tutor for one or more groups of students.

**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 students’ attendance and performance.
* Attend and contribute to standardisation, moderation and other quality assurance meetings.
* Liaise with External Examiners as required by the Head of Academic Subjects

**Academic management and personal development*** Participate in regular meetings with teaching and support staff contributing to the effective overall management of the programme and student life cycle.
* Participate in the Centre and University governance structure, including attending all compulsory meetings.
* Maintain and submit accurate and timely records of teaching and other activities.
* Participate in regular training and development activities, and maintain a log of these activities.
* Carry out any other duty as required from time to time by the Head of Academic Subjects or Head of Centre.
 |
| **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:**We are looking for a dynamic, engaging and creative tutor who is keen to develop their teaching skills and subject knowledge. You must be prepared to collaborate with others and have a desire to contribute positively to the Centre. |
| **SELECTION CRITERIA:** |
| **Qualifications & Training** | You will have experience of or a commitment to working with international students and have:* A Master’s degree.
* Relevant Teaching Qualification.
* Fluent spoken and written English.
 |
| **Experience Required:** | * Experience of teaching modules within your subject area in the UK Higher or Further education sector and a teaching qualification and experience of working with international students.
 |
| **Knowledge/Skills:** | * 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 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.
* Innovation and creativity in developing and executing student enhancement activities.
* Excellent interpersonal and communication skills.
 |