Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Science and Engineering
School/Department	Computing and Mathematics
Team	Computing
Job Title	Tutor
Grade	7
Hours of Work	17.5
Contract Duration (Perm/Fixed Term)	12 months FTC
Reports To (Job Title)	Head of Department via nominated line manager
Responsible For (Job Title)	N/A

Principal Accountabilities

Provide teaching support and guidance to students:

- ensuring that content, methods of delivery, and learning materials meet defined learning objectives and needs of students.
- observing student performance, conducting assessments, setting and marking assignments and providing feedback in relation to current practice, as appropriate.
- responding appropriately to day to day operational problems and solving issues raised by students, referring matters on where necessary.

Build and maintain good working relationships with relevent stakeholders:

- within the University, including students, colleagues and managers in the Faculty and accross the University as appropriate.
- external to the University, such as external partners and placement contacts, ensuring that placement learning outcomes are being met.

Key Tasks

Learning & Teaching

Use a variety of creative learning and teaching methods/materials (e.g. web-based and blended learning), challenge ideas, foster debate, and encourage students to develop skills in critical discourse and rational thinking.

Conduct appropriate and challenging assessments that measure student performance and meet learning objectives; set students work, assess and make sound judgements about progress, providing feedback that is honest, detailed and constructive.

Contribute to the development of exam questions.

Provide informal support and advice to students in accordance with existing procedures, referring them to appropriate services for further guidance.

Seek ways of improving own performance by reflecting on own teaching in terms of content, design and delivery, obtaining and analysing feedback and results.

Support and supervise the work of students, provide advice on study skills and individual needs.

Placements (If appropriate)

Supervise and provide support, guidance and advice to students on placement.

Observe student performance during placements and assess whether they are meeting course learning objectives and the standards required by the University or professional, statutory or regulatory bodies.

Monitor demands placed upon students during placements and provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

Liaise with student mentors and/or course Lecturers to discuss problems or conflicts during student placement and make recommendations on how to resolve issues so that the working relationship is maintained.

Build and maintain strong working relationships with placement contacts and student mentors to maximise future placement opportunities and uphold our University values and reputation.

Research & Knowledge Exchange

Participate in networks; develop internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.

Engage in scholarly activity and continuous research to remain up-to-date with developments in subject area.

Teamworking

Plan personal workload and achieve goals through working flexibly with colleagues in the Faculty and across the University.

Actively participate as a member of a programme and partnership team, providing mutual support to colleagues, and contributing to the development of productive working relationships.

Attend and contribute to subject group meetings.

Collaborate with academic colleagues through team meetings on programme and partnership developments, changes, or student issues. Attend and contribute to programme and partnership meetings as required.

Promote the Faculty and University by supporting a range of activities such as recruitment and admissions, open days and other student events; using these activities as an opportunity to gain a better understanding of student needs and expectations.

Actively engage with the peer observation scheme to support the development of self and others and to ensure high quality learning and teaching.

Attend Faculty, Programme and Academic Division meetings/boards in order to contribute to the decision-making process and to develop productive working relationships within and across teams.

Special Features

Your hours and pattern of work are outlined in your contract. *This may include (Insert detail here if necessary, such as working evenings and weekends, working offsite etc).*

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

disability confident LEADER All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		**Item**	**Relevant Criteria**	**Essential/ Desirable**
1	Skills & Abilities	1.1	Ability to communicate complex information with clarity to a range of diverse audiences, both orally and in writing.	E
		1.2	Ability to work independently and as part of a team in order to deliver individual and team objectives.	E
		1.3	Excellent organisational skills and the ability to develop a productive learning and teaching environmnet.	E
		1.4	Ability to adapt teaching to meet individual and changing needs of students.	E
2	General & Specialist Knowledge	2.1	Sufficient breadth and/or depth of specialist knowledge of [insert discipline] to work within established programmes.	E
		2.2	Knowledge and understanding of current practice in the field.	E
		2.3	Knowledge of web-based learning methods and relevant packages (e.g. Moodle).	D
3	Education & Training	3.1	A higher degree/postgraduate qualification or equivalent in a relevant subject area or appropriate equivalent experience.	E
		3.2	Hold the following teaching qualifications: • A PGCE, Certificate of Education, PGCAP or membership of the Higher Education Academy or willingness to obtain a University approved qualification within 3 years of appointment.	D

			• A professional qualification in an area relevant to the post. • A doctoral level qualification in a relevant area and evidence of continuous professional development.	
	Relevant Experience	4.1	Experience in the relevant field of practice	E
		4.2	Experience of teaching, which should include: • challenging ideas, fostering debate and encouraging students to develop skills in critical discourse and rational thinking. • developing appropriate assessments. • supervising the work of students, providing support and feedback. • assessing students against professional standards. • providing pastoral support.	E
		4.2	Experience of devising creative learning and teaching content and materials to meet the requirements of existing frameworks.	D
		4.3	Experience of developing partnerships with internal and external stakeholders.	D
5	Special Requirements	5.1	The postholder must be able to: • travel and to work at offsite locations as required for the purpose of the role. • work flexibly; as the pattern of working hours and annual leave taken may vary according to duties and the needs of learners.	E
		5.2	Understand equality opportunity issues as they may impact on academic content and issues related to student needs.	E
		5.3	Evidence of, and a commitment to, Equal Opportunities.	E
Date of Revision			January 2020	