**BISHOP GROSSETESTE UNIVERSITY**

**JOB DESCRIPTION**

Title of Post: Visiting Tutor Education Studies

Grade: Visiting Tutor rates (currently £41.47 per hour)

Responsible to: Academic Coordinator Education Studies

MAIN PURPOSE OF THE JOB

To undertake a range of teaching and other duties in Education Studies

KEY TASKS

1. To assist the Academic Co-ordinator by contributing to the delivery of a range of modules in Education Studies.

3. To participate in the assessment of students ensuring that appropriate assignments and examinations are set and marked in accordance with validated programme documents and the University’s assessment policies.

4. To monitor student progression and achievement.

5. To provide appropriate support and advice to students.

7. To participate in appropriate training and staff development activities.

8. To undertake any other duties that may reasonably be required.

**PERFORMANCE MONITORING AND REVIEW**

9. To agree objectives and targets with the line manager in accordance with University priorities and to participate in the staff appraisal process.

10. To provide written reports on activity as requested.

**HEALTH AND SAFETY**

11. To discharge all relevant health and safety responsibilities.

**GENERAL**

12. To maintain professional standards in relationships, including non-discriminatory practices.

13. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

**MAIN CONTACTS**

Academic Co-ordinator

Members of the programme team

**LIMITS OF AUTHORITY**

The post-holder must operate within the University’s guidelines, procedures and regulations related to academic affairs.

The post-holder must operate within the University’s Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

PERSON PROFILE

VISITING TUTORS IN EDUCATION STUDIES

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|  | Core | Supplementary |
| Education/  Qualifications and Special Training | A good first degree.  A Masters degree or equivalent. | A PhD in a related subject |
| Knowledge and Skills | Relevant broad-based knowledge and understanding of the broad area of Education Studies suitable for teaching at undergraduate level.  Excellent planning, teaching and assessment skills.  Excellent interpersonal skills.  Excellent IT skills. | Additional specialist knowledge and skills which are of benefit to the wider activities of the school. |
| Experience | Evidence of successful practice-based experience.  Evidence of successful teaching in any sector. | Experience of teaching on undergraduate courses. |
| Personal Attributes | Conscientious, flexible, enthusiastic, and self-motivated.  Creative and forward thinking in solving problems.  Student focussed and willing to offer help and support and to be approachable.  Prepared to develop personal expertise in new areas.  Loyal, committed to the success of the University and willing to work hard to achieve it.  Good personal organisation and meticulous attention to detail. |  |