

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Visiting Tutor History

Grade: Visiting Tutor rates

Responsible to: Programme Leader – Undergraduate History and Programme
Leader – Military History

MAIN PURPOSE OF THE JOB

To undertake the teaching of history and military history on the undergraduate history courses.

KEY TASKS

1. To assist the Programme Leader by contributing to the delivery of relevant modules on the undergraduate History courses.
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

Programme Leader

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

Bishop Grosseteste University

Visiting Tutor in History

	Core	Supplementary
Education/ Qualifications and Special Training	A good first degree. A Masters degree or other relevant professional qualification.	A PhD in a related subject
Knowledge and Skills	Relevant broad-based knowledge and understanding of the broad area of History 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.

<p>Experience</p>	<p>Evidence of successful practice-based experience.</p> <p>Evidence of successful teaching in any sector.</p>	<p>Experience of teaching on undergraduate courses.</p>
<p>Personal Attributes</p>	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative and forward thinking in solving problems.</p> <p>Student focussed and willing to offer help and support and to be approachable.</p> <p>Prepared to develop personal expertise in new areas.</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it.</p>	

	Good personal organisation and meticulous attention to detail.	
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