#### BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

Title of Post: Visiting Tutor Business & Enterprise

Grade: Hourly Paid

Responsible to: Programme Leader: Business and Enterprise

MAIN PURPOSE OF THE JOB

The Business and Enterprise area seeks to appoint a visiting tutor who can deliver at levels 4-6 on the undergraduate Business programme. Expereince of delivering short courses in leadership and management, or CMI courses would also be beneficial.

KEY TASKS

1. To teach on a range of allocated Business and Enterprise modules at undergraduate level.
2. To assist the programme leader by contributing to the design, development and administration of programmes including the preparation of documentation and management of designated modules where required.
3. To contribute to the delivery of business and enterprise programmes using mentoring and coaching methodologies incorporating a range of delivery techniques where appropriate, including supporting external visits to related organisations.
4. To participate in the assessment of students ensuring that appropriate assignments are set and marked in accordance with validated programme documents and the University’s assessment policies.
5. To monitor student progression and achievement.
6. To provide appropriate support and advice to students.
7. To undertake any other duties that may reasonably be required.

### PERFORMANCE MONITORING AND REVIEW

1. To agree objectives and targets with the Line Manager in accordance with University priorities and to participate in the staff appraisal process.

### HEALTH AND SAFETY

1. To discharge all relevant health and safety responsibilities.

### GENERAL

1. To maintain professional standards in relationships, including non-discriminatory practices.
2. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

### MAIN CONTACTS

Programme Leader: Business & Enterprise

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

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|  | Core | Supplementary |
| Education/  Qualifications and Special Training | A relevant higher degree in Business Studies or a relevant discipline.  Relevant high-level experience appropriate to the role. | A doctorate completed or partially completed or an intention to register for a doctorate in the next twelve months.  Evidence of research and publication in a relevant field  Fellowship of the HEA |
| Knowledge and Skills | Subject and pedagogical expertise in Business Studies.  Ability to plan, structure, deliver and assess programmes of study for a range of learners, in BG or in the students’ workplace.  Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods. | An understanding of the issues pertaining to widening access and participation. |
| Experience | Experience of teaching in higher education.  Experience of module leadership in higher education. |  |
| Personal Attributes | Conscientious, flexible, enthusiastic, and self-motivated.  Creative, progressive and forward thinking in solving problems.  Client-centred; willing to offer help and support, approachable.  Committed to working in partnership with others. | Willing to undertake overseas travel. |