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# **JOB DESCRIPTION**

**POST:**  International Programmes Tutor

**REF:**  TBC

**DEPARTMENT:**  International

**GRADE:**  6

**REPORTING TO:**  International Programmes Manager

**SUPERVISORY RESPONSIBILITY:**  None

# **JOB PURPOSE:**

To provide high quality teaching, learning and assessment across a range of courses and programmes within International Programmes.

# **DUTIES AND RESPONSIBILITIES:**

1. To teach across the range of International Programmes courses (including, but not limited to, English language courses, Academic Literacies for undergraduate and postgraduate students, support for subject tutors and teacher training/development), where appropriate.

2. To identify learning needs of students and define appropriate learning objectives.

3. To develop specialist teaching materials, contributing to the pool of teaching materials.

4. To design, timetable and deliver course programmes.

5. To design, administer and mark assessments.

6. To participate in the review of course syllabuses and assessment plans.

7. To act as course or module co-ordinator, as required, assisting other staff teaching on the course or module and compiling all necessary documentation.

8. To conduct individual tutorials and progress interviews with course participants.

9. To carry out evaluation of courses through tutorials and formal evaluations, produce evaluation summaries and provide feedback to the International Programmes Manager.

10. To produce individual student reports and overall course reports as required.

11. To participate in course visits and excursions as required.

12. To assist in course administration and correspondence as required.

13. To participate in induction of new course participants, and in-course social events.

14. To attend University and International Programmes meetings and events as required.

15. To participate in external networks and/ or attend conferences to update professional skills and keep abreast of good practice.

**Plus**

o Any other duties as may reasonably be required

o Ensure that the highest standards of professional performance are maintained

o Promote equal opportunities in the work of International Programmes, to include a commitment to the International Strategy of the University

o Ensure compliance with relevant legislation and statutory codes of practice, as advised

o Participate in the arrangements for performance review

o Ensure that professional skills are regularly updated through participation in training and development activities

o Ensure all University policies are implemented within the remit of this post

# **HEALTH & SAFETY**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

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# **PERSON SPECIFICATION**

**POST TITLE:**          International Programmes Tutor

**SCHOOL / DEPARTMENT:**  International

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## **Education & Training**

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| First degree of equivalent | Essential | Application |
| DELTA or equivalent | Essential | Application |
| Relevant Master’s degree | Desirable | Application |

## **Knowledge & Experience**

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Knowledge of current trends in language teaching methodology | Essential | Application / Interview |
| Successful experience of teaching English language in a relevant area/context | Essential | Application / Interview |

## **Skills & Attributes**

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Ability to design learning and teaching materials | Essential | Interview |
| Awareness of the impact that cultural background has on teaching styles | Essential | Interview |
| Ability to develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support | Essential | Application / Interview |
| Excellent written and verbal skills | Essential | Application / Interview |
| Ability to work under pressure and to deadlines | Essential | Interview |
| Ability to work as part of a team | Essential | Interview |
| Ability to lead and motivate teams | Desirable | Interview |
| Initiate in problem solving | Essential | Interview |
| Ability to work flexibly | Essential | Interview |
| Ability to use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support | Essential | Interview |
| Understanding of equal opportunity, academic content and issues relating to student needs | Essential | Application / Interview |
| Understanding of disability issues relating to teaching, including reasonable adjustments to facilitate the learning of individual students | Essential | Interview |
| Ability to challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking | Essential | Application / Interview |

## **The Leading in York St John Framework**

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## **Special Features**

The post holder will be required to work flexibly to meet the varying demands of the service and should plan to take leave outside busy teaching periods. The post holder may be required to undertake work at weekends and outside normal working hours. The post may offer opportunities for travel abroad to deliver training.