

JOB DESCRIPTION

Job Title:	Business Subjects Tutor
Contract:	Permanent from September 21 st 2017
Reports to:	Head of IYZ Business & Law
Working hours:	Core hours are Mondays - Fridays 08:30 – 17:30.
Location:	Leicester International Pathway College
Remuneration	£28,000 - £31,000 per annum pro rata
Holiday:	6.6 weeks per annum pro rata (including Public Holidays)

Job Purpose & Background

Oxford International and De Montfort University Leicester have entered into an agreement to provide integrated programmes at a teaching Centre situated on the university campus. These programmes prepare international students for the next stage of their bachelors and masters degrees of the university and contain modules to develop their English language and study skills as well as academic modules.

Tutors deliver lessons that prepare students fully for their participation in their university programme. The lessons adopt an interactive, student-centered approach that makes full use of the latest technology to provide students with a varied, lively and purposeful experience.

The post requires the incumbent to deliver modules, in part and fully, that comprise the International Year Zero (IYZ) in Business & Law, a level 3 qualification, the International First Year (IFY) IIM in Business, a level 4 qualification, and the International Incorporated Master's (IIM) in Business, a level 6 qualification.

Main Duties & Responsibilities

- Plan and deliver Business subject lessons to international pre-university students from a range of linguistic, educational and cultural backgrounds
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners
- Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied
- Select, prepare and use teaching and learning materials appropriate for international students
- Assess students throughout their modules, regularly creating, providing and marking both formative and summative evaluations
- Provide detailed oral and written feedback to students and other stakeholders, for example, the College Manager and College Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g accurate attendance records, student progress reports, lesson plans.)
- Assist, or as appropriate lead, the development of module templates, handbooks, schemes of work, teaching resources and assessment materials
- Populate the VLE (Blackboard) with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes
- Adhere to both the DMU and LIPC codes of conduct for staff

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at our discretion.

Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Person Specification	ESSENTIAL	HIGHLY DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A relevant Master's degree, PGCE or equivalent 	<ul style="list-style-type: none"> • An English language teaching qualification
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS disclosure • Eligibility to work in and travel freely in the UK. 	
Experience	<ul style="list-style-type: none"> • At least 3 years relevant teaching & assessing experience, preferably within a UK further education context • Experience of teaching Business subjects to cohorts of international students within an HE setting. 	<ul style="list-style-type: none"> • Recent experience of teaching in a university embedded international college
Qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility and adaptability • Excellent communication skills, oral & written 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills