

Job Profile

Job title	Business Subjects Tutors		
Division/dept.	Pathways, LIPC		
Working hours	5 - 15 contact hours per week	Start date	08/01/2018
Annual leave	28 days including public holidays		
Reports to	Head of Business	Location	Leicester
Salary	£30 – 35 per contact hour	Bonus	-

Job purpose

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. These posts require the incumbents to deliver modules, in part and fully, that comprise the IYZ Business & Law, a level 3 qualification, The IFY Business & Management, a level 4 qualification and the IIM Business, a level 6 qualification.

Main duties and responsibilities

- Prepare and deliver Business subjects 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, develop 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 Head of Administration 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, schemes of work, test invigilation)
- Assist in the development of module templates, schemes of work, assessment materials & Handbooks
- 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

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • A relevant Master's degree, PGCE or equivalent 	
Experience and knowledge	<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
Personal 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

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

OIEG is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students in their care are to adhere to the OIEG Child Protection Policy. All OIEG employees are subject to enhanced DBS check.