

Job Profile

Job title	Psychology Tutors		
Division/dept.	Pathways, LIPC		
Working hours	6 hours per week during term time	Start date	04/01/2018
		Expiry date	16/03/2018
Annual leave	28 days including public holidays		
Reports to	Head of Sciences	Location	Leicester
Salary	£30 per hour	Bonus	-
Job purpose			
<p>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. This posts requires the incumbent to deliver the Psychology module, in full, which is taught as part of the IYZ Health & Life Sciences a level 3 qualification.</p>			

Main duties and responsibilities	
<ul style="list-style-type: none"> • Prepare and deliver psychology 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 	

	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Recent experience of teaching in a university embedded international college • Experience of teaching Psychology to cohorts of international students within an HE setting.
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.