



Job Profile

Job title	Business & Management Studies Tutors		
Division/dept	International College Dundee		
Working hours	From 6 hours per week	Start date	3 rd January 2018
Annual leave	5.6 weeks per annum including public holidays		
Reports to	College Director	Location	Dundee
Salary	£30 per contact hour		
Job purpose			
<p>Oxford International Education Group (OIEG) and the University of Dundee have entered into an agreement to provide pathway programmes in the University's City Centre campus. International College Dundee offers a range of first year undergraduate and postgraduate programmes for international students at the University of Dundee and includes modules to develop their English language and study skills as well as academic subject knowledge.</p> <p>Tutors deliver lessons that prepare students fully for participation in the second year of 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.</p>			

Main duties and responsibilities

- Deliver Business & Management Studies modules to international 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 and contribute relevant materials to the to the tutors' shared resource drive
- 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 English, the Administration 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, schemes of work, test invigilation)
- Lead on the development of 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 International College Dundee programmes
- Adhere to both the University of Dundee and ICD 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		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo a PVG check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • A relevant Master’s degree to subject applied for 	<ul style="list-style-type: none"> • PGCE or equivalent • An English language teaching qualification (CELTA 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
Personal qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility & Adaptability • Excellent communication skills, oral & written • Commitment to the development of ICD 	<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.