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**Job Profile**

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| **Job title** | Business Tutor | | |
| **Division/dept** | University of Greenwich International College | | |
| **Working hours** | Full Time | **Start date** | Jan 2023 |
| **Annual leave** | 5.6 weeks per annum including public holidays | | |
| **Reports to** | UGIC Academic Director | **Location** | Greenwich, London |
| **Salary** | £35,360 per annum | | |
| The post would be fixed-term from January to end June 2023 with the possibility of extending until the end of August 2023. In addition, subject to confirmation of student numbers, the College may be seeking full-time and part-time permanent teachers from September 2023.  **Job purpose**  The University of Greenwich International College offers a range of pre-sessional, foundation, first year undergraduate and postgraduate programmes for international students at the University of Greenwich and includes modules to develop their English language and study skills as well as academic subject knowledge.    Tutors deliver lessons that prepare students fully for participation in the first and second year of their university programme as well as preparing students for master’s programmes. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology in order to provide students with a varied, lively and purposeful experience. | | | |

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| **Main duties and responsibilities** |
| * To be responsible for teaching, assessment, marking, academic development, module leadership, and scholarship in a variety of business modules from Levels 3-6.   **Other duties and responsibilities**   * To deliver academic subject specific modules in one or various courses in Business to international students from a range of linguistic, educational and cultural backgrounds at one or various levels of study from level 3, level 4, and Level 6. * 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 teachers’ 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 College Manager, and Academic Director 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, test invigilation)   * Using the course descriptor write a scheme of work, assessments and marking criteria to specified deadlines * Populate the VLE (Moodle) with relevant materials for students to access |

**Person Specification.**

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| **Attributes** | **Essential** | **Desirable** | **Measured By** |
| **Statutory Requirements** | Eligibility to live and work in the UK | Willingness to undergo a DBS check or overseas equivalent | Passport/DBS Application form |
| **Experience and Knowledge** | * Significant experience of teaching business, economics or finance at Levels 3 to 6 in a higher education environment. | * Experience of a variety of teaching approaches. * Experience of module design, leadership, curriculum development and quality assurance process and procedures. * Proven industry experience in a relevant industry | CV and  Interview |
| **Qualifications** | * Good Honours and Masters’ degrees in a relevant subject * For level 6 a relevant masters and PhD or substantial teaching and research or industry experience at that level | * Formal teaching qualification PGCHE or Registered Practitioner of Advance HE. | CV and  Interview |
| **Skills and Abilities** | * Ability to teach and supervise students’ projects, labs and coursework up to master’s level. * A flexible and innovative approach to teaching and learning. * An excellent presentation and communication skills. * Ability to lead, work as part of a team, and take on and accept responsibility. | * Proven track record of publications in a relevant area related to course of study * A full commitment to real-world research impact and innovation in a relevant area * An ability to contribute to existing knowledge in a relevant area * High level of IT skills in context of e-computing and learning. | CV  Interview, and  Presentation |
| **Personal Qualities** | * Empathy with international students and an understanding of their needs * Flexibility & adaptability * Excellent communication skills, oral & written. Commitment to the development of UGIC | * Understanding of the higher education environment * High level of IT skills | Interview |

***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 or overseas equivalent.***