

**Job Profile**

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| **Job title** | Business and Management Subjects Tutor |
| **Division/Dept.** | University of Bradford International College |
| **Working hours** | 40 hours a week with up to 20 contact hours a week in term time | **Start date** | As soon as possible  |
| **Annual leave** | 5 weeks per annum (including Public Holidays) |
| **Reports to** | Head of Business, Management, Law and Social Sciences | **Location** | University of Bradford Campus |
| **Salary** | £30,000 | **Closing Date**  | Interviews will be carried out on a rolling basis until the post is filled |
| **Job overview and purpose**The University of Bradford International College (UBIC) is a partnership between the University of Bradford and Oxford International Education Group. We welcomed our first cohort of students in 2021 and have over 400 students enrolled on courses this academic year (2022-23). This is an exciting opportunity to be part of a rapidly growing college and a chance to help shape the project as we continue our expansion over the next 12 months.We are looking for an experienced and motivated Business and Management tutor to join our teaching team on a 12-month fixed-term basis. Your role will be to teach and assess the academic performance of international students to ensure they are prepared for and progress on to their chosen undergraduate or postgraduate courses at the University of Bradford. You will support the students both inside and outside the classroom using a range of effective teaching materials, techniques and resources. Taught modules include Introduction to Business and Management, Management in Context and Global Issues and Responsible Management. Based at the heart of University of Bradford’s campus, UBIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to degree programmes at the University. We have a very diverse community of students from different countries and cultural backgrounds, and we are committed to providing them all with a high-quality learning experience and positive outcomes. Achieving this goal requires the commitment, dedication and collaboration of every member of staff. If you feel you can demonstrate the dedication, skills and passion required for this role, we look forward to receiving your application. Shortlisted candidates will be asked to complete a short pre-interview task. Candidates may be contacted before the official closing date and interviews may also be held earlier than stated. |

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| **Main duties and responsibilities** |
| * Plan and deliver Business modules to international pre-university students from a range of linguistic, educational and cultural backgrounds
* Work with the Head of Department to develop new materials for taught modules.
* 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 student through consultations and tutorials and acting as a Personal Academic Tutor (PAT), demonstrating a willingness to offer support and advice outside 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, creating and providing timely feedback on formative and summative assessment tasks and meeting agreed College deadlines
* Ensure all academic records (e.g., attendance, progress and performance) are complete and up-to-date and that any concerns are reported to the Academic or Programme Management Teams in a timely manner.
* Support the Academic Management Team by developing module templates, schemes of work, assessment materials and handbooks as required
* Populate the VLE (Canvas) with relevant learning materials for students
* Populate the Module Teams area with relevant teaching materials
* Attend and contribute to college meetings and training sessions as required
* Act as an ambassador for Oxford International pathway programmes
* Adhere to both the University of Bradford and UBIC policies & codes of conduct for staff
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| **Person specification** |
|  | **Essential** | **Desirable** |
| **Legal status** | * Appropriate DBS disclosure
* Eligibility to work in and travel freely in the UK
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| **Qualifications** | * A university degree in a business, management or economics-related subject,
* PGCE or other equivalent teaching qualification
 | Masters Degree in Business, management or Economics |
| **Experience** **and knowledge** | * Significant relevant teaching & assessment experience within a UK further or higher education context
* Some experience of teaching relevant courses at Level 3
* Experience of teaching using a range of effective strategies and classroom approaches
 | * Recent experience of teaching in an embedded international college at university
* Experience of teaching Business subjects to cohorts of international students
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| **Personal qualities** | * Empathy with international students and an understanding of their needs
* Flexibility and adaptability
* Excellent communication skills - oral & written
 | * Understanding of the higher education environment
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| **Other requirements**  | * A demonstrable commitment to working with a range of colleagues as part of a Team
* A demonstrable commitment to Equality, Diversity and Inclusion and to the principles and practice of Equal Opportunities
* Competent user of core Microsoft 365 tools and previous experience of using online platforms in a teaching context
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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.

Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

Oxford International is an equal-opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.

**To apply**

In the first instance please send a CV and covering letter to Sadaqit Sabir s.sabir6@bradford.ac.uk, Head of Business, Management and Social Sciences, and Oliver Steel o.steel@bradford.ac.uk Academic Director.