

Job Profile

Job title	Computer Science Tutor		
Division/Dept.	University of Bradford International College		
Working hours	Full-time: 40 hours a week with up to 20 contact hours a week in term time	Start date	08 January 2024
Annual leave	5 weeks per annum (not including Bank Holidays)		
Reports to	Head of Maths, Engineering and Informatics	Location	University of Bradford Campus
Salary	£31,350 p/a (pro-rated for part-time)	Closing Date	01 December 2024 with interviews carried out on a rolling basis.

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 expect to see over 500 students on course this academic year with a significant intake in January 2024. This is an exciting opportunity to join a growing college and to help shape the project as we continue our expansion over the next 12 months.

With growing demand in this subject area, we are looking for **two Computer Science Tutors** to join our teaching team: **one on a full-time basis** (fixed-term, nine months) and **one on a part-time basis** (fixed-term, six months). Your role will be to teach and assess the performance of international students preparing for degree courses at the University of Bradford.

You will support the students both inside and outside the classroom using a range of teaching materials, techniques and resources. Taught modules include Introduction to Computer Science (Level 3), Fundamentals of Programming (Level 4) and Systems Integration (Level 6).

Located within the University of Bradford's city-centre 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 diverse community of students, and we are committed to providing them all with a high-quality learning experience and positive outcomes. Delivering on this promise is a Team effort involving every member of staff.

If you have what it takes to succeed in this role, we look forward to receiving your application. Please note that shortlisted candidates will be asked to complete a short pre-interview lesson-planning task.

Main duties and responsibilities

- Plan and deliver high quality teaching on relevant course modules to international students from a range of linguistic, educational and cultural backgrounds.
- Help students understand and adjust to the demands of study in UK Higher Education and become more independent learners.

- Provide academic support for student as both a Subject Tutor and Personal Academic Tutor (PAT) and demonstrate a willingness to offer help and advice outside class hours.
- Create and maintain a positive and purposeful classroom environment in which accepted rules of behaviour are consistently applied.
- Select, develop and use relevant, effective and engaging teaching materials that meet the needs of international students from different backgrounds.
- Ensure students have access to a range of relevant learning materials by populating the VLE (Canvas) pages with core content and links to additional study resources.
- Assess students as required, providing useful and timely feedback on formative and summative assessment work and meeting College deadlines for the submission of marks.
- Work with the Head of Department and teaching colleagues to develop new teaching and assessment material and provide feedback on existing module content.
- Ensure attendance and academic records are complete and up-to-date and that any concerns are reported to the Academic or Programme Management Teams in a timely manner.
- Attend and contribute to College meetings and training sessions as required.
- Act as an ambassador for Oxford International Education Group and the university pathways programme.
- Adhere to University of Bradford and UBIC policies & codes of conduct for staff.

Person specification		
	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure • Eligibility to work in and travel freely in the UK 	
Qualifications	<ul style="list-style-type: none"> • A first university degree in computing/informatics or computer science. • A recognised teaching qualification 	MA/MSc in a relevant subject PGCE (with QTS)
Experience and knowledge	<ul style="list-style-type: none"> • Substantial relevant teaching experience in UK further or higher education • Experience of teaching international students • Experience of teaching using a range of effective strategies and classroom approaches. 	<ul style="list-style-type: none"> • Experience of teaching on a university pathways programme. • Experience of teaching relevant courses at Level 3
Personal qualities	<ul style="list-style-type: none"> • Ability to relate to international students and understand their needs. • Flexibility and adaptability • Excellent communication skills - oral and written 	<ul style="list-style-type: none"> • Understanding of the UK HE context
Other requirements	<ul style="list-style-type: none"> • A commitment to working collaboratively with teaching and non-teaching colleagues. • A commitment to equality, diversity and inclusion • Confident user of classroom ICT and O365 tools. 	<ul style="list-style-type: none"> • Experience of using a Virtual Learning Environment and/or teaching online

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. As part of our Safer Recruitment Policy, you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

To apply

In the first instance, please send a CV and covering letter to:

Oliver Steel (Academic Director): o.steel@bradford.ac.uk

Aqeel Ashraf (Head of Mathematics, Engineering and Informatics): a.ashraf30@bradford.ac.uk

Please note that only shortlisted candidates will be contacted for an interview.