

## JOB DESCRIPTION

Job Title:	Mathematics Tutors
Start date:	Late September 2017
Contract:	10 week fixed-term contracts
Reports to:	ICD College Director
Working hours:	From 5 hours per week
Location:	International College Dundee

### **Job Purpose & Background**

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 offer a range of first year undergraduate and postgraduate programmes for international students at the University of Dundee which include 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 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.

### **Main Duties & Responsibilities**

- Deliver Mathematics 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 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, records of work, test invigilation)
- Lead on the development of schemes of work, assessment materials & Module Handbooks for Mathematics modules
- 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

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	A relevant Master's degree to subject applied for	PGCE or equivalent  An English language teaching qualification (CELTA or equivalent)	Application form  Certificates  Interview
<b>Legal Status</b>	Appropriate DBS disclosure or PVG  Eligibility to work in and travel freely in the UK		Application form  Enhanced DBS will be requested prior to appointment for successful candidates  Documentation
<b>Experience</b>	At least 3 years relevant teaching & assessing experience, preferably within a UK Further or Higher Education context	Some experience of/interest in curriculum development and/or student assessment  Recent experience of teaching international students	Application form  Interview  Certificates

<b>Qualities</b>	Flexibility and adaptability  Commitment to professional development  Commitment to the development of ICD	High level IT skills  Empathy with international students and an understanding of their needs	
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