

Job description

Tutor of MATHEMATICS x2

Context

INTO establishes long-term joint ventures with some of the UK's leading universities in a unique initiative that improves their competitive position in international markets. INTO Centres deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art teaching and accommodation facilities and has established a global network that recruits students from many cultures.

Reporting Line

The tutor reports to the Programme Manager in Science and Engineering.

Job Purpose

To teach Maths/Statistics/Physics to international students on the Foundation Programmes within INTO Newcastle. An ability to teach more than one subject would be an advantage.

Job dimensions

- Ability to teach academic subjects across a range of classes varying in intensity and class size. This includes lectures, seminars and tutorials
- Ability to teach a variety of students from a variety of countries and cultural backgrounds and at different language levels
- Ability to assess effectiveness of teaching skills against student progress and performance
- Up to 800 teaching hours per year
- Will be required to work with key stakeholders across the University (e.g. academic schools/departments, University tutors, selectors, degree programme directors, admissions office, graduate school, student progress office and international office)
- Will be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services; may also be required to liaise with student's parents, sponsors and other external stakeholders
- Staff taking additional roles (e.g. material production) will have their teaching adjusted accordingly, as agreed with their line manager.

Key Accountabilities

- Teach Maths/Statistics/Physics to international students at the INTO Centre. This includes students who are preparing for future University study and other students on customised courses, as required
- Develop purposeful and appropriate schemes of work and lesson plans that provide for effective teaching strategies and meet the individual needs of students
- Prepare, select and use appropriate teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials)
- Assess students and provide both formative and summative evaluations. Design programme tests and assessment tasks as required
- Provide oral and written feedback to students and other stakeholders (e.g. senior director, programme manager, academic schools, marketing staff, sponsors and parents)
- Develop reasonable rules of classroom behaviour and ensure they are consistently applied
- Provide academic support for international students, as appropriate, through consultations and tutorials (e.g. guidance on study skills and academic expectations for University study, advice on where to seek additional academic support and information)
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, marks sheets, attendance and activity records, tutorial logs, advising logs, and UCAS references)
- Contribute to course and module development
- Provide teaching cover in the absence of other colleagues
- Participate in the social programme where this is an integral part of the teaching-learning programme (e.g. accompanying trips and attending events)
- Participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions
- Act as a positive ambassador for INTO
- Liaise with the academic support manager to provide all required information in a timely manner
- Provide support to all students
- Participate in staff development and professional training as required
- Attend Centre and section meetings as required
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

INTO Newcastle University.

Salary

£26,499 - £35,851 per annum

This role is usually appointed at the bottom of the pay band. However, the salary offered will be negotiable and be based on skills and experience.

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INTO 



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 Serviced (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for Person specification

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Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate Disclosure and Barring Serviced check (DBS) will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> • Graduate qualification in Mathematics, Physics or Engineering 	<ul style="list-style-type: none"> • Postgraduate qualification • PGCE teaching qualification.
Knowledge/Skills	<ul style="list-style-type: none"> • Must be able to teach across a range of programmes and subjects • Ability to assess effectiveness of teaching skills against student progress and performance • Must be able to teach courses varying in intensity and number of students with awareness and have sensitivity to potential language barriers • Excellent teaching, presentation, written and verbal communication skills • Up to date knowledge and awareness of subject- related teaching methodologies • Awareness of the cultural differences amongst learners and aware of the needs of learners in the international HE context • Self motivated • A team player • Ability to work under pressure and independently • Strong planning and organisational skills • Enjoys the challenge of working in a changing environment. • Good basic IT skills with a strong knowledge of Microsoft packages • Versatility and flexibility to adapt the curriculum plan depending on the needs of the students • Ability to make decisions around lesson content and sequencing, assessment of 	<ul style="list-style-type: none"> • Understanding of challenges of teaching international students for whom English is a second language • Understanding of working with different nationalities and cultures.

	<p>student performance, evaluation of teaching programme.</p> <ul style="list-style-type: none"> Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	
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Key Competencies

Leading and deciding:

- Deciding and initiating
- Leading and supervising

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting
- Applying expertise and technology
- Analysing

Creating and conceptualising:

- Learning and Researching
- Creating and innovating
- Formulating strategies and concepts

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks

Enterprising and performing:

- Achieving personal work goals and objectives
- Entrepreneurial and commercial thinking