

## Job Profile

|                       |  |                   |                                 |
|-----------------------|--|-------------------|---------------------------------|
| <b>Job title</b>      | ICT Tutor  |                   |                                 |
| <b>Division/Dept.</b> | Pathways   |                   |                                 |
| <b>Working hours</b>  | 15 – 20 hours per week during term time                  | <b>Start date</b> | 31 <sup>st</sup> September 2018 |
| <b>Annual leave</b>   | 5.6 weeks per annum pro rata (Including Public Holidays) |                   |                                 |
| <b>Reports to</b>     | Head of Science  | <b>Location</b>   | Leicester                       |
| <b>Salary</b>         | £30 per hour   | <b>Bonus</b>      | -                               |

### Job purpose

Oxford International and De Montfort University Leicester have entered into an agreement to provide integrated programmes at a college situated on the university campus. These programmes prepare international students for the next stage of their bachelor's and master's degrees of the university and contain modules to develop their English language and study skills as well as academic modules.

Tutors deliver lessons that prepare students fully for their participation in their university programme. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology to provide students with a varied, lively and purposeful experience. The post requires the incumbent to deliver modules, in part and fully, that comprise the International Year Zero in Business and Health and Life Sciences, level 3 qualifications.

### Main duties and responsibilities

- Plan and deliver ICT lessons to international pre-university 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/studio 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, regularly creating, providing and marking both formative and summative evaluations
- Provide detailed oral and written feedback to students and other stakeholders, for example, the College Manager and Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Assist the development of module templates, schemes of work, assessment materials & Handbooks
- 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 Oxford International pathway programmes
- Adhere to both the DMU and LIPC codes of conduct for staff

| <b>Person specification</b>     |   |   |
|---------------------------------|---|---|
|                                 | <b>Essential</b>  | <b>Desirable</b>  |
| <b>Legal status</b>             | <ul style="list-style-type: none"> <li>• Appropriate DBS disclosure</li> <li>• Eligibility to work in and travel freely in the UK</li> </ul>  |   |
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>• A relevant Bachelor's degree, PGCE or equivalent</li> </ul>  |   |
| <b>Experience and knowledge</b> | <ul style="list-style-type: none"> <li>• At least 3 years relevant teaching &amp; assessing experience, preferably within a UK further education context</li> </ul>   | <ul style="list-style-type: none"> <li>• Recent experience of teaching in a university embedded international college</li> <li>• Experience of teaching ICT to cohorts of international students within an FE or HE setting.</li> </ul> |
| <b>Personal qualities</b>       | <ul style="list-style-type: none"> <li>• Empathy with international students and an understanding of their needs</li> <li>• Flexibility and adaptability</li> <li>• Excellent communication skills, oral &amp; written</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of the higher education environment</li> <li>• High level IT skills</li> </ul>   |

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.