



Job Description & Person Specification	
Post title: Short Course Tutor	Post No: 000120
School or Department: Academic Schools	Date created: 07/03/22
Management Fee: As a Short Course Tutor you will receive a management fee for preparing and delivering your short course. This will be discussed and negotiated.	Hours per week: Variable
Fixed term end date (if applicable): n/a	
Other requirements of the role:	
Immediate line manager: Aimee Bollu	
Title & Grade of posts line managed by postholder: n/a	

Job purpose: Prepare and deliver short courses, ensuring that the programme is a success and can potentially add value to the University’s teaching, research and employability agendas. The post holder will work with colleagues from the Short Course Team to ensure the effective delivery of the courses.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder’s line manager:

- To prepare and deliver teaching and teaching materials, utilising appropriate teaching, learning and support methods.
- Providing feedback to students.
- To keep timely and accurate records of attendance.
- To undertake administrative and pastoral duties as required, in order to effectively carry out the duties above.
- Ensuring that knowledge of the relevant subject area is up to date by engaging in continuous professional development.

Special requirements: All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	Detailed knowledge of the specialist subject area to the required standard appropriate to the level of course/s to be delivered.	Detailed knowledge of contemporary teaching practice within Higher Education (HE).
Skills	<p>Good interpersonal skills and an ability to communicate complex ideas effectively to students using a variety of teaching methods, thereby enhancing the student experience.</p> <p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices.</p> <p>Good administrative, IT, and analytical skills.</p>	An ability to empathise with staff and students and have an understanding of the issues affecting HE.
Experience	Proven industry or teaching experience.	<p>Experience of facilitating independent study.</p> <p>Experience of academic administration and organisational responsibilities within a HE environment.</p>
Qualifications	A good undergraduate degree and either a higher degree or relevant professional experience in the arts, design, humanities, architecture or built environment industries.	An HE (and FE if appropriate) qualification such as PGCHE or PGCert in Academic Practice or equivalent. Relevant postgraduate qualification.

Essential Competencies
<p>Organisation and delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p>Team working (Level 2) Contributes to team development, seeking and testing improvements to the team's outputs/service.</p> <p>Communicating and influencing (Level 2) Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p>Making informed decisions (Level 2) Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.</p> <p>Customer focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p>