

CORE JOB DESCRIPTION

Job Title:	Doctoral Tutor
Grade:	6
School:	
Responsible to:	Head of Department
Direct reports:	n/a
Key contacts:	Students, Module Convenors, Heads of Department, other members of Faculty within the School, Director of Teaching & Learning
Role description:	Under the supervision and guidance of a member of academic staff, to contribute to the designing, planning and delivery of teaching and academic support of undergraduate students.

KEY RESPONSIBILITIES

1. Undertake relevant and appropriate activities to prepare for teaching, including learning and becoming familiar with the module content, as agreed with the Convenor. This will include undertaking background research and attending or watching recordings of lectures.
2. Meet with Convenors and other academic colleagues on the content, delivery, and administration of assigned classes, where required. Attend relevant meetings as advised by the line manager.
3. Design, prepare and/or review learning materials to ensure that they are relevant, up-to-date and remain in line with subject area or module requirements, including contributing to relevant sites on the VLE.
4. Deliver group teaching sessions within an established module and course. This may include seminars, workshops, tutorials or practical classes.
5. Mark assessments for assigned classes, under the guidance of the module convenor (including providing and reviewing sample assessments as part of the marking process) and provide relevant and timely feedback to students, in written and/or verbal form, and completing all necessary marking-related administration
6. Complete attendance monitoring, including monitoring and adapting delivery for student needs.
7. Respond to queries from students (for example study skills, marking, assessments and sensitive issues) within an agreed timeframe, signposting students who have more complex needs to appropriate sources of support.

8. Undertake induction processes, attend mandatory training courses (including Health & Safety) and other trainings considered necessary and relevant for the assigned tasks as advised by line manager, Convenor or the School.
9. To undertake other duties assigned by line manager as commensurate with the grade of the post.

PERSON SPECIFICATION

1. Currently undertaking a PhD in subject relevant to teaching
2. Excellent interpersonal skills, with the ability to engage and communicate with students
3. Excellent written communication skills, with the ability to produce quality learning materials
4. Ability to work individually on own initiative, and as part of a team.
5. Ability to prioritise and meet deadlines
6. Excellent IT skills, with the ability to use technology to support and enhance teaching sessions.