

## **Job Description**

<b>Position:</b>	Variable Hours Tutor in Law
<b>School/Service:</b>	School of Law
<b>Reference:</b>	VHT 22/23
<b>Status:</b>	Fixed-Term
<b>Hours:</b>	As required
<b>Responsible to:</b>	Academic Lead in Law

### **Main Function of the Post:**

- To teach on specific modules within the Academic Group (School of Law)
- To demonstrate subject knowledge in own curriculum area
- To provide tutorial support for students

### **Principal Duties and Responsibilities:**

The person appointed will need to be committed to helping students from a wide range of backgrounds. Teaching is largely lecture and seminar based with undergraduate students. The ability to work to deadlines and under pressure is essential, as is currency in subject knowledge.

Demonstrable experience in the specific subject areas are essential.

In addition to normal teaching duties, the post-holder will also be expected to be responsible for the following duties:

- The preparation of lessons
- The maintenance of class records
- Completion of the class register in accordance with the University's procedure
- Preparation of any necessary visual teaching aids, demonstration materials etc.
- Marking of student papers/assessments
- Providing student pastoral care as appropriate
- Attendance at examination boards, course committees and/or quality assurance committees as requested
- To attend staff development events as required (e.g. IT training)

- Any other duties in connection to the hourly-paid lecturing appointment which may be reasonably required by the Vice Chancellor or the appropriate Academic Group Leader.
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

## Person Specification

<b>Position:</b> Variable Hours Tutor		<b>Reference:</b> VHT/22-23	
<b>School/Service:</b> School of Law		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	A good honours degree in law	1	Application Form/Documentation
1 b)	A postgraduate degree, or other relevant higher degree (professional qualification for the practice of law), or relevant experience in teaching	2	Application Form/Documentation
1 c)	A teaching qualification e.g. PGDE	2	Application Form/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Awareness of the requirements associated with operating within a customer service environment	1	Application Form/Interview
2 b)	Adopt a teaching style and content to meet the needs of students from a wide range of backgrounds and abilities	1	Application Form/Interview
2 c)	High level of understanding of the module covered and the ability to foster this in students	1	Application Form/Interview
2 d)	A background in sharing the experience of the subject which can be demonstrated	2	Application Form/Interview
2 e)	Proven ability to develop appropriate audio-visual and other teaching material that can support the classroom and virtual learning environment (VLE)	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	Demonstrate experience of their subject areas	1	Application Form/Interview
3 b)	Teaching experience at undergraduate level or other relevant experience	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to deal sympathetically with students from different disciplines and from a wide variety of backgrounds	1	Interview
4 b)	Able to work with students in small groups, using innovative teaching and learning strategies	1	Interview
4 c)	Willing and able to adapt working practices to changing demands, routines and procedures	1	Interview
4 d)	Able to work effectively and prioritise when faced with the pressures of volume of work and time restrictions	1	Interview
4 e)	Know when and where to use initiative, how far to go with it and when to refer to a colleague or line manager	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form/Interview
5 b)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, UKVI, Health and Safety, Prevent and the Bribery Act.	1	Application Form/Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form/Interview

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required