

## Job Description

<b>Position:</b>	Variable Hours Tutor in Computing
<b>Faculty/Service:</b>	Faculty of Engineering, Arts and Creative Technologies (School of Arts and Digital Technologies)
<b>Reference:</b>	VHT-CRT
<b>Grade:</b>	£42.62 per hour
<b>Status:</b>	Variable-hours Tutor
<b>Hours:</b>	As required
<b>Responsible to:</b>	Head of School of Arts and Digital Technologies
<b>Responsible for:</b>	---

### Main Function of the Post:

1. Variable-hours Tutor within the School of Arts and Digital Technologies.
2. To lead and contribute to teaching across all fields of Computing and to assess student work and attend relevant programme meetings.
3. To bring current practice into the teaching of these subjects.

### Note:

This is a description of the role requirements as it is currently constituted. It is the University's practice to periodically review job descriptions to ensure they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The relevant manager in consultation with the role holder will conduct the review process.

Please note that this is an evolving role with a requirement to travel to attend events external to the University in support of Faculty/University business requirements.

Please note that this appointment may be subject to Disclosure and Barring clearance.

## Person Specification

<b>Position:</b> Variable-Hours Tutor		<b>Reference:</b> VHT-CRT	
<b>Faculty/Service:</b> Faculty of Engineering, Arts and Creative Technologies (School of Arts and Digital Technologies)		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	First degree or equivalent in a relevant subject area	1	Cover Letter / CV / Documentation
1 b)	Teaching qualification, or willingness to undertake study to obtain a qualification	1	Cover Letter / CV / Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Awareness of the requirements associated with operating within a customer service environment	1	Cover Letter / CV
2 b)	Able to contribute to the delivery of undergraduate and postgraduate programmes in a relevant Computing specialism	1	Cover Letter / CV
2 c)	Good teaching and assessment skills and proven ability to work with others as a team member	1	Cover Letter / CV
2 d)	Able to communicate effectively with colleagues and clients, both written and verbal	1	Cover Letter / CV
2 e)	Good IT literacy and, preferably, proven ability of using IT in on-line teaching	1	Cover Letter / CV
2 f)	Able to liaise with colleagues and others to contribute to staff development	1	Cover Letter / CV
2 g)	Able to operate systems and processes to enhance quality and teaching and learning excellence	2	Cover Letter / CV
2 h)	Able and commitment to undertake appropriate subject specific research and/or enterprise activity	2	Cover Letter / CV
2 i)	Able to contribute to the leadership and management of undergraduate and postgraduate programmes in marketing	2	Cover Letter / CV
2 j)	Able to use technology enhanced learning in subject delivery	1	Cover Letter / CV
<b>3 Experience</b>			
3 a)	Relevant teaching and course delivery experience	1	Cover Letter / CV
3 b)	Relevant experience in supervising undergraduate and postgraduate dissertations	2	Cover Letter / CV
3 c)	Experience in quality assurance improvements	2	Cover Letter / CV
3 d)	Experience in developing and delivering relevant course materials	1	Cover Letter / CV
3 e)	Experience in using technology enhanced learning in subject delivery	2	Cover Letter / CV

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<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to work in a small team in a dynamic and challenging environment	1	Interview
4 c)	Able to work individually under own initiative	1	Interview
4 d)	Able to lead and manage discrete projects	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the job	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	Interview
5 b)	Awareness of the principles of the Data Protection Act, Prevent, Health and Safety, Freedom of Information Act, UKVI and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Current clean driving license and car owner or able to travel independently to deliver at partner organisations, institutions or trusts, as required	1	Interview
5 e)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	1	Interview

**Note:**

1. **Priority 1** indicates **vital** criterion - a candidate would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - candidates 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.