

## JOB DESCRIPTION



<b>Job Title:</b>	International Student Tutor		
<b>School/Service:</b>	ADF		
<b>Grade:</b>	G		
<b>Responsible to:</b>	Head of School		
<b>Responsible for:</b>	Academic and pastoral support for international students studying in the school of ADF		
<b>Job Purpose:</b> To play a role in the development and delivery of modules on programmes at undergraduate and postgraduate level			
<b>Main Duties and Responsibilities:</b> <ol style="list-style-type: none"><li>1. Act as tutor supporting teaching and assessment activities across all areas of the school;</li><li>2. Develop own teaching materials to support the development of study and language skills;</li><li>3. Contribute to the development of module information packs, assignments and examination questions and to support students in their understanding of these;</li><li>4. Assess student progress and provide feedback;</li><li>5. Actively participate as a member of the teaching team and assist in marketing processes for international recruitment;</li><li>6. Attend and contribute to relevant meetings;</li><li>7. Continue to develop own teaching and learning skills;</li><li>8. Contribute to the planning of teaching programmes;</li><li>9. Attend any associated training and development sessions;</li><li>10. Carry out any other duties commensurate with the grade.</li></ol>			
<b>Signed:</b>		<b>Date:</b>	

## PERSON SPECIFICATION

<b>Job Title:</b>	International Student Tutor
<b>School/Service:</b>	ADF
<b>Grade:</b>	G

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured By</b>
<b>Work Experience</b>	Relevant experience of supporting international students in a UK HE environment.	Experience of developing teaching and learning resources.	Application Form or Interview
<b>Education/ Qualifications</b>	<p>Good honours degree in a relevant subject.</p> <p>Postgraduate qualification or equivalent experience.</p> <p>Registered for PhD or equivalent experience of international student experience.</p>	<p>Demonstration of academic or professional development to support teaching activities.</p> <p>PhD or near completion in relevant area.</p>	Application Form
<b>Skills/ Abilities</b>	<p>Flexible, innovative approach to teaching</p> <p>Proficient in at least one language other than English</p> <p>Excellent presentation and communication skills.</p> <p>Administrative precision and successful record or working to deadlines.</p> <p>Proven ability to work on own initiative and as part of a team.</p> <p>Ability to use IT and relevant software packages in the support of teaching and learning.</p>	Experience in the delivery of teaching and learning activities to undergraduate students.	Interview

<b>Other</b>	Flexibility to meet the demands of a rapidly changing educational environment.  An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.	Commitment to continued professional development.	Interview
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