

Details	JOB DESCRIPTION			
Job Title:	Tutor in XXXX			
School	School of XXXXXXXXXX			
Job Reports To:	Head of School			
Location:	Luton or Bedford (TBC) (with travel to other campuses as required)			
Post Number:	BEDS			
Pay Point:	Grade 7	£	to	£

Context

A Tutor undertakes teaching and learning-support activities predominantly at undergraduate level underpinned by relevant specialist knowledge and skills. A Tutor is expected to focus primarily on teaching and contribute to the general development and delivery of the courses and units in a flexible manner. Scholarly activities are encouraged and supported as a part of normal professional development. Other activities may include inter-campus and international travel and working.

The post-holder will be expected to make academic and administrative contributions to our undergraduate and postgraduate provision in the School. The post-holder is expected to undertake unit leadership (following appropriate mentorship) as required and make contributions on any of our campuses or sites in the UK or internationally.

Key Elements (please tick as appropriate)

1.	This post has MANAGEMENT RESPONSIBILITY	YES		NO	x	
2.	This job requires SAFEGUARDING	YES		NO	x	
3.	This is a KEY POST (i.e. must have nominated deputy)	YES		NO	x	

Principal Accountabilities

1. Make a major contribution to the teaching, support and assessment of learners, reflecting student development to constantly enhance the performance of both, and making effective use of appropriate technologies.
2. Work on collaborative tasks and projects (with teaching teams, course development teams, professional practice teams and working groups) and contributing to and/or co-ordinating specific tasks to agreed plans and objectives.
3. Take responsibility for unit leadership as required and may take on course leadership duties where needed.
4. Contribute to new developments, such as those relating to the curriculum, models of delivery and partnership working, through regular review and investigation of new opportunities.
5. Contribute to activities which support the recruitment and retention of students.
6. Liaising with relevant staff, assist with the assurance and enhancement of the quality of the student

academic experience.

7. Assist with the design, plan and review of resources for teaching and learning, reviewing and developing own materials to ensure they are up-to-date.
8. Represent the University and the School with external stakeholders including professional and regulatory bodies and maintain strong and productive external networks.
9. Contribute to staff development activities, undertaking professional development to support responsibilities as required and participating in the staff appraisal process.
10. Work at all times within University strategies, policies and procedures.
11. Undertake any other duties as might be reasonably requested by the University.
12. A commitment to demonstrating the Leadership Qualities within our [Leadership Framework](#)

Person specification – Tutor

	Essential Criteria	Desirable Criteria	Evidence
Qualifications	- Master's degree and equivalent professional experience/qualification. - Relevant PSRB requirements.	- HEA recognition. - Teaching qualification	<i>Application Form</i> <i>Interview</i>
Knowledge	- An excellent level of knowledge in subject area. This can be demonstrated by teaching experience <i>and/or</i> practical work experience. - A good understanding of pedagogy with reference to learning and teaching of professional subjects and curricula.	A good working knowledge and understanding of cutting-edge educational partnerships.	<i>Application Form</i> <i>Interview</i>
Experience	- Experience of teaching or the effective presentation of new concepts and ideas to groups of various sizes in further or higher education. - Experience of assessment and student support in further or higher education.	- Experience of higher education teaching/tutoring. - Experience of teacher training (for Education tutor posts).	<i>Application Form</i> <i>Interview</i>
Skills/abilities/competencies	- The potential to rapidly become an outstanding and innovative teacher/lecturer. - Excellent verbal and written communication skills. - Demonstrable co-ordination and organisational skills. - Highly organised and flexible approach to work so as to be able to work under pressure to meet deadlines and solve problems. - Ability to work independently and on own initiative within institutional guidelines.	- Active presence on regional groups and committees. - Skills and competencies, supported by measurable outputs, which indicate status as a locally recognised professional practitioner with the potential to develop a regional profile.	<i>Application Form</i> <i>Interview</i>

	• Ability to work as part of a team. • Ability to work and travel flexibly beyond designated base- (including UK and international travel) • Demonstrates behaviours aligned with our Leadership Qualities as expressed in our Leadership Framework		
Personal Attributes	• Enthusiasm, commitment and integrity. • Flexibility of working style and pattern. • Willingness and able to travel between campuses. • Respect for all people and cultures.	• Confidence in own abilities and clear commitment to excellence in education and pedagogy.	• <i>Application Form</i> • <i>Interview</i>

N.B. Please note, there is no automatic progression opportunity from a Grade 7 Tutor post to a Grade 8 Senior Tutor post.

Equality Statement

The University of Bedfordshire is fully committed to the principles of equality in all its actions. Members of the University's community are expected to respect and value individuality, differences and diversity; and work with others in an inclusive and consultative manner. A commitment to equality of opportunity for all individuals irrespective of their age, belief, disability, gender, race, religion or sexual orientation is at the core of what we do and members of the community must actively promote a positive non-discriminatory work and learning environment for fellow staff and students. Employees should demonstrate an understanding of the University's commitments to equality and diversity as an integral part of the university's core values and be able to identify and challenge discrimination, harassment, prejudice and inappropriate behaviour.

Health & Safety Statement

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety (H & S) at Work Policy. They should take reasonable care for their own H & S and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Environmental Statement

Employees must make proper use of any equipment and systems of work provided and take all reasonable steps to ensure that control measures are properly used. Employees must work with their Line Managers to ensure that an inventory is retained of all hazardous substances in the office that could be released into the environment. Employees are expected to identify operations that use significant amounts of energy, with a view to reducing consumption. This includes identifying operations that use resources, such as paper, and review the need for the current level of consumption, identifying savings where possible. Employees are expected to identify waste streams with a view to recycling and reuse, minimising office energy use in heating and lighting.

Briefing

Note: the content of this Job Description does not preclude other work required by the faculty department. Details of accountabilities will be discussed at annual reviews.

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate Line manager: ----- Signature: -----
(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Nominated Deputies *(if applicable)*

As a KEY POST at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.

Name of Nominated Deputy: ----- Signature: ----- Date: -----
(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)
If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by:

Dated:

Version: