



**UNIVERSITY
ACADEMY92**
MANCHESTER



Tutor at UA92



Role Profile
Reference No UA92-xx

Job title:	Tutor In Computing
Salary range:	£35k - £41k (Dependent on experience)
Responsible to:	Course Leader
Responsible for:	N/A
Contract Type:	Permanent

Job Purpose:

- To develop and deliver the curriculum with high quality learning resources, engaging learning activities and use of digital technologies as appropriate to enhance quality and accessibility.
- To ensure that students have a high quality and effective learning experience through provision of teaching, learning, assessment, curriculum development and individual learner support.
- To work with industry partners to ensure the curriculum and its delivery has currency from a professional practice and prospective employer perspective.
- To participate actively in aspiration raising, student recruitment and partnership development to attract students and ensure viable cohorts in your subject area.

Role Specific Duties and Responsibilities:

Curriculum Design

- Engage with course and curriculum design and development.
- Participate in course and curriculum review and enhancement, in a manner that focuses on student learning outcomes, satisfaction, continuation, attainment and progression.
- Engage with the partnerships team, external partners and community groups to facilitate specific contributions to the curriculum design and delivery, and the wider student experience as required.

Teaching, Learning and Assessment

- Deliver highly effective and engaging learning and teaching activities at various levels including undergraduate, postgraduate, and potentially Degree Apprenticeships/ HTQs/ Access/ Foundation on campus, online, in an external setting or in a project-based learning environment.
- Ensure high professional standards are maintained at all times in student engagement and subject delivery.

- Develop and deliver well formed, appropriate and valid assessments, which allow all learners the opportunity to demonstrate the security of their attainment of module and programme learning outcomes.
- Engage as necessary in supporting individual learners.
- Comply with all quality assurance and enhancement mechanisms in place including completion of necessary documentation, adhering to agreed assessment and feedback time scales, moderation and validation activities.
- Respond positively to student feedback (formal and informal) and peer evaluation and adopt a constructive approach when engaging in the review of other colleagues.
- Engage positively with processes that enable Lancaster University and any other relevant external body to undertake franchise, validation, accreditation and audit activities.
- Report on key performance indicators relating to attendance, retention and achievement, developing and implementing plans to improve performance.
- Engage actively in scholarship in your discipline area to maintain the currency of your knowledge and personal credibility in your subject domain.
- Engage in professional development and scholarship in pedagogic approaches relating to learning, teaching, assessment and feedback, ensuring your practice is up to date, uses modern techniques and technologies, and includes innovation.
- Maintain a good understanding of the industries related to your subject domain and the current and future graduate-level employment opportunities within them.

Organisational Support / Development

- Participate in knowledge and practice sharing and building of interdisciplinary collaborations both within UA92 and, where appropriate, with external partners.
- Engage actively and proactively in student recruitment activities and events including, but not limited to, profile and aspiration raising events, subject taster activities, progression partnership building activities, open days, applicant visit days and outreach visits.
- Provide academic support for commercial and business development activities, as required.
- Support the recruitment, selection, induction and ongoing development of colleagues.
- Participate in and contribute to boards, committees, working groups and projects including development of new modules and programmes, innovation initiatives and wider organisational development.

General Duties and Responsibilities:

- Champion the UA92 brand and foster a culture of innovation, growth, shared responsibility and individual accountability always putting provision of an excellent student experience in primary focus.
- Be a pro-active, effective and supportive team member.
- Maintain a cost-conscious and efficient approach when undertaking all aspects of the role in order to effectively manage resources, optimise performance and contribute to the future success of UA92.
- Comply with appropriate legislation and local policy in respect of confidentiality, information governance and security, Freedom of Information, Data Protection and the GDPR.
- Contribute to a safe learning and work environment ensuring awareness of individual responsibilities and compliance with Health and Safety and Safeguarding policies and procedures at all times.
- Participate in objective/target setting and review/appraisal of your own performance to inform personal development aligned to the role and progression/remuneration decisions.
- Participate in mandatory and other training and development opportunities supporting a culture of continuous professional, personal and team development.
- Promote equality of opportunity and diversity for students and staff ensuring an inclusive and supportive learning and work environment.
- Any other duties commensurate with the grade and level of responsibility for which the post holder has the necessary experience and/or training.

This role profile is intended as a general guide to the duties attached to the post. It may therefore be altered from time to time, in consultation with the role holder, to reflect the changing needs of UA92.