

JOB DESCRIPTION & PERSON SPECIFICATION

JOB INFORMATION

Post Title: Hourly Paid Tutor

Salary: £41.46 per hour (inclusive of Annual Leave) + London Allowance

Mode: Hourly Paid, Fixed Term until 31/08/2027

Req: 3868

JOB DESCRIPTION

Purpose

CU Group (CU London, CU Coventry, CU Scarborough) offers learning and teaching to a wide range of students across a number of locations.

Reporting to an Associate Head of School within CU Group and working with other Tutors across various campuses within CU Group, Hourly Paid Tutors will be responsible for ensuring that students have a high quality and effective learning experience through provision of teaching, curriculum development and tutorials using innovative approaches that are learning led and focused on students.

They will also play a wider role in helping to develop their subject and curriculum area ensuring that student's receive an exceptional learning experience and a sustainable offer that is aligned to both employer and student demand. Hourly Paid Tutors will play a key role in helping to attract and retain students through cross campus working and cocreation of relevant and modern curriculum.

Main Duties and Responsibilities

- Take responsibility for the development and delivery of learning, teaching and assessment, including development of course and module material and ensuring this is kept up-to-date on the virtual learning environment. This will include curriculum development and the design, enhancement and organisation of learning and teaching, operationalising module delivery, where appropriate and as requested by the Head of School and Associate Heads of School.
- Demonstrate good practice in learning, teaching and assessment – using techniques that engage students, stimulate interest in the subject and encourage class attendance by the high value they provide.

- Ensure that students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their retention/progression and employability.
- Teach, plan and assess on one or more of the courses provided or serviced by the Schools.
- Contribute to quality monitoring and enhancement and continuous improvement of the curriculum, teaching and quality of provision both within the CUG and, at collaborative partners, where appropriate.
- Contribute to developing and promoting employer engagement and the external profile of CU Group to students, employers, partners, professional and regulatory bodies
- Engage appropriately in professional development and active membership of professional bodies to keep abreast of developments in the field and ensure your teaching is informed by contemporary professional practice in the field
- Develop programme and module materials and related information for students and ensure these are available on time and are of high quality to support first time pass rate and progression.
- Work effectively as a team member, contributing to committees and working groups and development of the programmes and CU Group more generally
- Undertake professional development in support of your teaching and other core activities and ensure you keep up-to-date with all aspects of your subject, ensuring your own continued credibility.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

Supervision Received

Associate Head of School

Head of School

Academic Director

Contacts

Colleagues within CU Group, and Coventry University Education Group

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
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<i>Education/ Qualifications</i>	• Master's degree in an appropriate subject OR (if from a professional practice background) a good Honours Degree and appropriate professional qualification and/or membership • Willingness to acquire a teaching qualification if not already held	• Active membership in an appropriate professional body
<i>Teaching Experience</i>	• Evidence of supporting student success • Experience of teaching at FE and/ or HE level or proven ability to do so	• Experience of producing learning/teaching materials to use online

	• Able to deliver across a broad curriculum area with specialist knowledge to facilitate advanced study in specific aspects • Some experience of curriculum design, producing teaching, learning and assessment materials	• Experience of adopting nontraditional approaches to facilitate learner success
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<i>Job-related skills/Aptitudes</i>	• A clear passion for your subject and strong motivation to facilitate the learning of others • Ability to generate and follow through innovative ideas and put them into practice – ensuring risks are managed • High standard of oral and written communication and an ability to keep the learner perspective in sharp focus • Ability to meet targets and deadlines Good organisational skills • Strong understanding of the needs of diverse learner groups and student centric approaches	• Experience of successful professional networking • Professional experience in the field • Representing departments at examination and subject review boards
<i>Interpersonal Skills</i>	• Ability to work both as part of a team and independently – taking responsibility to ensure learner expectations are met • Ability to deal effectively and to communicate with people at a range of levels Enthusiastic and self-motivated • Good time management and administration skills • Resilience and ability to work under pressure	

Other Requirements	• A strong commitment to providing an excellent student experience and ensuring this is continually enhanced • Ability to work flexibly to meet the needs of the service provided including weekends and evenings as necessary and at outreach sites.	• Willingness to travel across the CU Group and occasionally support where necessary, sites which are not your base
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Other Responsibilities

- Carry out all duties in accordance with the CU Group Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. The individual should also counteract such practice or behaviour by challenging or reporting it.
- Take all reasonable care of the health and safety of yourself, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules and regulations.

Review Clause

- It is the CU Group's practice periodically to review job descriptions and person specifications and update them to ensure they accurately reflect the current requirements of the job. This process will be completed by the manager in consultation with the individual whose job description is being reviewed.