Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

Job title:
Associate Tutor in Politics

Faculty:
Humanities & Social Sciences

School:
Social Sciences

Reports to:
Teaching and Collaborations Manager

Responsible for:
Students, as appropriate

Grade: 6

PURPOSE OF THE JOB

Under academic supervision, assist in the delivery of predetermined programmes of teaching to Birkbeck students, to facilitate the successful completion of their studies. Engage in the scholarship necessary to ensure good practice in teaching and to apply appropriate levels of knowledge in the subject areas to be taught. Undertake other duties as required.

Teaching and learning support

- Teach as a member of a teaching team, within an established programme of study, in support of Research & Teaching colleagues;
- Deliver pre-determined activities to support Research & Teaching colleagues by undertaking the delivery of seminars, tutorials and other small group work to develop student skills (e.g. language conversation training or training in basic research methodologies);
- *Under supervision deliver pre-determined activities to support teaching by acting as a technical demonstrator in practical laboratory classes to develop student skills (e.g. carrying out demonstrations, running samples and experiments and interpreting results for teaching, providing detailed skills training, coaching or instruction, etc.);
- Communicate knowledge, foster understanding and transfer expertise in the form of practical skills, methods and techniques;

- Encourage critical thinking, foster debate, and support students in developing the ability to engage in critical discourse and rational thinking;
- Ensure own teaching practice is in accordance with equal opportunities, and is responsive to student needs;
- Work to ensure and facilitate student participation in assessment, to support the completion of modules and general student retention;
- Undertake assessment and marking, as required and directed;
- Assist with other ad hoc activities as required by the school, including field trip support, providing advice on study skills, and helping to resolve student learning problems;
- Undertake relevant administrative duties in support of teaching as required, such as the submission of appropriate student assessment records and other related documentation;
- Develop teaching methods and materials, if required, with assistance and support.

* = *esp. for staff currently titled Demonstrators*

Scholarship

- Seek ways of improving performance by reflecting on the development of teaching, delivery and learning skills; informed by feedback from students, manager(s), and peers;
- Maintain an up-to-date knowledge of subject area;
- In addition to the training that may be implicit in the role, participate in appropriate staff development activities, such as induction and other training programmes and meetings as required.

Communication

- Deal with routine communications using a range of media;
- Communicate complex information, and material of a specialist or highly technical nature (e.g. good laboratory practice and relevant health and safety knowledge), orally, in writing and electronically.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.

WORKING RELATIONSHIPS AND CONTACTS

People management and team-working

- Liaise with appropriate Research & Teaching colleagues on all matters regarding curriculum, teaching and learning. Where appropriate Research & Teaching staff will, in consultation with Professional & Support colleagues, provide the necessary guidance, direction and leadership on those aspects of the work;
- Contact and liaison with students to teach/demonstrate;
- Collaborate with colleagues to identify and respond to students' needs;
- Develop internal contacts and participate in internal networks for the exchange of information;
- Attend, as appropriate, and contribute to subject group meetings;

- Manage, with guidance and direction, own scholarly teaching and administrative activities.

Student Support

- Provide basic student support but understand when to make referrals to appropriate other services and sources of support.

DIMENSIONS

Problem solving and impact

- Develop initiative, creativity and judgement in applying appropriate approaches to teaching/ demonstrating and learning support;
- Respond to pedagogical and practical challenges;
- Plan and prioritise own daily work, including preparation for teaching.

Resource management

- Co-operate with others, including Professional & Support or Research & Teaching colleagues, to ensure student needs and expectations are met;
- Use teaching resources, laboratories and workshops as appropriate;
- Plan and manage own teaching/demonstrating and tutorials as advised and agreed.

Working environment

- Manage the competing pressures of teaching/demonstrating, scholarship, knowledge transfer, administrative demands and deadlines, with help from manager(s) and colleagues;
- Understand and manage the risks in the work environment and their potential impact on one's own work and that of others.

GENERAL RESPONSIBILITIES

(These are universal to all Birkbeck roles)

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.

PERSON SPECIFICATION

In addition to the essential criteria included in the accompanying job advert, candidates will be able to demonstrate the following:

KNOWLEDGE	
Specialist disciplinary knowledge to work within defined, established teaching programmes.	*Essential*
TECHNICAL AND/OR WORK-BASED SKILLS	
Effective oral and written communication skills, to convey both simple and more complex information and academic concepts.	*Essential*
Good level of Information and Communication Technology skills particularly in application to standard packages (e.g. word processing, spreadsheets, e-mail and internet use).	*Essential*
GENERAL SKILLS AND ATTRIBUTES	
Confident presentation skills.	*Essential*
Awareness of the needs of part-time learners and adult learners.	*Essential*
An ability to clearly and effectively pass on specialist subject area knowledge.	*Essential*
Organisation and administration skills.	*Essential*
Commitment to working with diversity.	*Essential*
Ability to engage the interest and enthusiasm of students and inspire them to learn.	*Essential*
EXPERIENCE	
Evidence of ability to support teaching.	*Essential*
QUALIFICATIONS	
Educated to degree level or equivalent.	*Essential*
Postgraduate degree or studying towards a postgraduate degree.	*Desirable*

FURTHER INFORMATION

Salary:
Payment is based on an hourly rate depending on length of continuous service with the College (starting rate £62.62 per hour inclusive of pro-rata London Allowance and holiday pay) for contact hours worked. This hourly rate is based on the starting point of Grade 6 and is inclusive of a 'Duties Related to Teaching Multiplier' at 2.5 which covers preparation, teaching, administration, assessment and marking, and other examining duties in connection with the course. Payment is made in monthly instalments over the length of the module/s worked, but please note that some of the included duties will occur outside of the payment period e.g. coursework marking.

Probation period: 18 months – as such, the appointment will be probationary throughout.

Duration of post: Fixed term.

HOW TO APPLY

Closing date for applications:
11.59 PM on 29 November 2026

Interview arrangements:
The selection process will involve:

- A panel interview on 9 December 2026

To apply for this position please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

ASYLUMN AND IMMIGRATION

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK via another means.

HELP & ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.