

<b>Post Title</b>	<b>Associate Tutor FA5</b>
<b>Responsible to</b>	Head of Department or delegated authority
<b>Job Purpose</b>	Undertake teaching tasks within a class, seminar, and tutorial or equivalent context in order to progress the student learning

## **Principal Accountabilities**

### **Research and Scholarship**

- Reflect on practice and the development of own teaching and learning skills

### **Teaching and Learning Support**

- Teach tasks within a class, seminar, tutorial or equivalent context, in support of teaching for which members of the academic staff have primary responsibility, within an established programme of study
- Teach using a variety of teaching methods in the classroom within a syllabus as devised by academic staff
- Develop own teaching methods and approaches
- Develop supplementary teaching materials with appropriate guidance and support where required
- Ensure that the content, methods of delivery and learning materials meet the defined learning objectives
- Supervise the work of students, where required by the department, providing advice on study and learning
- Apply appropriate assessment methods and criteria, assess the work and progress of students
- Undertake formal assessment of students which could include setting and marking work applying academic judgement and integrity and knowledge of the area
- Provide constructive oral and written feedback to students, possibly in one-to-one settings

### **Administration and Other Activities**

- Undertake duties related to course administration, including but not limited to maintaining attendance records

### **Knowledge, Skills, and Experience Required**

- Good honours degree or equivalent (in a relevant area)
- Knowledge acquired in the relevant academic discipline as part of appropriate postgraduate studies
- Sufficient breadth and depth of specialist knowledge, in the discipline and of teaching methods and techniques to work within disciplinary area with appropriate assistance and support
- Competence in teaching at an appropriate level
- Familiarity with a variety of strategies to promote and assess learning

- Understanding of equal opportunity issues as they may impact on areas of teaching