

**ual** ■ short  
■ courses

Job description and person specification

# Short Course Tutor

# Job description

<b>Job title</b>	reseShort Course Tutor
<b>College/Service</b>	Academic Enterprise
<b>Department/Team</b>	UAL Short Courses
<b>Accountable to</b>	Short Course Manager
<b>Contract</b>	Fixed Term, Part Time
<b>Term</b>	Hours per week: various
<b>Grade</b>	4
<b>Salary</b>	Hourly Paid
<b>Location</b>	UAL Various Locations
<b>HERA Reference</b>	002133

## Purpose of the role

- To provide up-to-date knowledge, expertise, and experience of professional practice in a specific specialist subject area.
- To deliver high quality learning opportunities and related support to students, in the context of the prevailing policies and procedures, curriculum content and learning and teaching methodologies.
- To inspire, enthuse, motivate, and engage with learners and equip them with the required skills to excel in their chosen career or education path.

## Key duties and responsibilities

The duties and responsibilities below are the normal expectations associated with the comprehensive hourly rate (CHR) which is payable in respect of each student contact hour (see guidance note for further details)

- To prepare for and deliver learning experiences, to specified groups of students, by providing structured learning experiences, including Health & Safety inductions, sessions, feedback and critiques and student presentations. See guidance note (a).
- To define and refine the scheme of work to ensure it is up-to-date, relevant to the audience and age group.
- To liaise closely with course coordinators and provide an up-to-date list of course materials, equipment and other staffing support needs e.g., life model, technician, or guest speaker with reasonable notice and to ensure costs do not exceed course budgets.

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- To be responsible for preparing teaching resources including the printing of handouts, creation of digital presentations etc. in advance of the course.
- To manage student behaviour and establish positive and collaborative studio practices.
- To ensure that all communication with students is through UALSC's official channels including use of your UAL email address and other UAL systems as appropriate,
- To recommend other UAL and UALSC courses to students and parents and to advise them of next steps if required.
- To engage with UALSC Marketing Team to support promotional activities for the recruitment of Short Courses.
- To ensure studio and teaching spaces are adequately prepared and set up for their teaching session and left in a similar condition. See guidance note (b).
- To test online platforms, digital resources, and equipment in advance, as required.
- To undertake monitoring and recording of student attendance and return registers at the end of each course. To report any discrepancies or issues to the Short Course Team.
- To facilitate student feedback at the end of end the course by displaying or distributing materials provided by UALSC (i.e., PowerPoint slide or poster).
- To maintain reasonable, effective, and efficient communication with the UALSC Office including informing UALSC over particular student welfare or safeguarding issues.
- To provide guidance to students through formative assessment associated with the content or area of expertise being delivered. See guidance note (c).
- To attend a small number of meetings relating to the teaching and delivery of their specific units. See guidance note (d).

### **General duties**

The duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the company.
- Undertake health and safety duties and responsibilities appropriate to the role. To ensure safe systems of work for students and provide the Health & Safety briefings procedures and inductions to equipment appropriate to the course.
- If teaching under 18-year-olds, to ensure that UALSC's safeguarding procedures are followed in full, attending training courses as required and keeping DBS checks up to date.
- Work in accordance with the UALSC Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- You may be required to travel to other sites as necessary.
- Undertake continuous personal and professional development. To commit to continuous professional practice in your area of specialism and undertake relevant training where appropriate.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with policies and procedures, as laid down in the Financial Regulations.

### **Additional duties**

The duties below are additional to those included in the comprehensive hourly rate.

Where these duties are agreed in advance, they will be paid as additional remuneration at the **basic hourly rate** (BHR)

- Contribute to recruitment, open days, marketing events, student interviews/application and portfolio review.
- Participation in forward-looking curriculum development meeting for Portfolio Courses, such as Fashion Folio.
- Additional assessment beyond that expected as part of the contracted teaching activity, for example as required for Portfolio Courses, such as Fashion Folio.
- Participating in staff development and training activities in relation to priorities set by the College and/or Line Manager.

### **Key working relationships**

- Short Course Manager, Short Course Coordinator, Short Course Administrator and Assistant.

### **Guidance Notes**

**Comprehensive hourly rate** (CHR) – is the Basic Hourly Rate (BHR) x 2.25

**Basic hourly rate** (BHR) – this is calculated using the annual salary point (sp) 26 ÷ 1591.

The Comprehensive hourly rate is payable in respect of each hour's formal scheduled teaching together with the duties associated with that teaching as outlined under the duties and responsibilities in the job description.

- Each guidance note below refers to the corresponding part of the job description.
  - (a) This represents the core learning and teaching experience for the student and would normally represent one hour of timetabled formal scheduled teaching (FST)
  - (b) The tutor should arrive before the start of the teaching session and be satisfied that the space is effectively prepared for students to engage in learning. The space is to be left in a similar condition at the end of the

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session.

- (c) This would involve reviewing and evaluating ongoing student work giving appropriate developmental advice and feedback. This is expected to take place within contact hours, unless otherwise agreed.
- (d) Such meetings would not normally exceed 2-3 meetings per term and should be proportionate to the overall contracted hours. Tutors would not normally be expected to attend outside of their teaching days.

# Person specification

## **Experience, knowledge and qualifications**

- Educated to degree level or with equivalent experience in a relevant subject area
- Strong IT skills including the ability to develop digital resources for onsite and online teaching
- Teaching experience relevant to the age group you will be teaching
- Strong organisational and administrative experience, working in a fast-paced environment
- Experience of setting up and delivering workshops, summer schools or other educational activities and/or events

## **Communication skills**

- Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way

## **Leadership and management**

- Experience of coordinating others in a busy administration, event and project-led organisation.
- Self-motivated and self-starter

## **Professional practice.**

- Applies innovative approaches in teaching, learning and professional practice to support excellent teaching, pedagogy and inclusivity
- Familiar with debates and research relating to equality, diversity and inclusion and decolonising the curriculum
- Contributes to advancing professional practice in own area of specialism

## **Planning and managing resources**

- Plans, prioritises and manages resources effectively to achieve long term objectives

## **Teamwork**

- Works collaboratively in a team and where appropriate across or with different professional groups

## **Student experience or customer service**

- Builds and maintains positive relationships with students or customers

## **Creativity, innovation and problem-solving**

- Suggests practical solutions to new or unique problems