**Tutor**

External Relations

Open Programme

Language Centre

MVLS Life Sciences Portfolio Degree Programmes

**GRADE 6**

**Job Purpose**

To contribute to the delivery of an excellent student experience by undertaking a range of teaching, assessment and administrative duties at undergraduate level, in relation to XXXX, as requested by the Programme Director.

**Main Duties and Responsibilities**

1. Contribute to the planning, organisation and delivery of teaching.

2. Deliver a range of teaching and assessment activities directed towards the delivery of subjects.

3. Participate in a range of course administration duties, within required timescales, including effective communication of information, marking, assessment and timeous constructive feedback.

4. Assist with the development of appropriate teaching materials ensuring content and methods of delivery meet determined learning objectives.

5. Contribute to the effective use of learning technologies to support and enhance course delivery, course organisation, feedback and assessment. This may involve blended and/or online provision including the use of Moodle and other IT materials.

6. Apply specialist knowledge to teaching that best meet the needs of individuals and groups of learners, ensuring an inclusive and evidence-based approach that promotes student participation and learning outcome attainment.

7. Participate in the full assessment process using a variety of methods and techniques, including oral assessment, and provide effective, timely and appropriate feedback to students that supports their learning.

8. Assist with the supervision of student projects and any practical work, advising on skills, methods and techniques to assist the transfer of knowledge, and respond appropriately to the diverse range of learner support/ needs.

1. Engage in continuing professional development activities as appropriate.
2. Undertake any other reasonable duties as required by the Programme Director.
3. To contribute to the enhancement of the University’s international profile in line with the [University’s Strategic Plan](https://www.gla.ac.uk/explore/strategy/).

**Qualifications**

SCQF Level 10 (Honours degree) in a relevant subject or a cognate discipline, or equivalent.

Ideally working towards professional teaching qualification or equivalent.

**Knowledge, Skills and Experience**

Expert knowledge of the subject area.

Experience of delivering and supporting undergraduate students either in an online, distance learning or face to face environment.

Experience of supervising, mentoring or teaching students in practical and active learning environments.

Relevant administrative experience (e.g. student support, course administration etc.)

Excellent communication and presentation skills.

Ability to use IT and relevant software packages to support teaching and learning.

Proven ability to work independently and as part of a team.

Ability to work to deadlines.

Commitment to the University’s published values and professional behaviours.