Organisational Behaviour/Management Tutor (0.5 FTE)

Business, Law and Social Science (BLSS)
Glasgow International College

£28,000 pro rata + holidays and contributory pension

The Company
Part of Kaplan Inc., Kaplan International Colleges offers university preparation in partnership with leading universities in Nottingham, York, Liverpool, Glasgow, Bristol, Brighton, Bournemouth and London, allowing international students to progress onto a wide range of degree programmes at these partner institutions. In addition to first-rate teaching and excellent study facilities, KIC programmes offer a high level of personal support as well as access to the facilities and resources of our university partners. A new partnership is also operating in the United Arab Emirates (UAE) preparing students for entry to higher education programmes in the UAE.

Glasgow International College
Glasgow International College is operated in partnership with the University of Glasgow, located on the University’s main campus and offers programmes designed to prepare international students for entry to the University of Glasgow. The first students were admitted to the College in September 2007. The successful candidate will be part of a strong team supporting the delivery and development of the College’s administration processes.

The Role
The College seeks to appoint a full time permanent tutor in organisational behaviour/management to deliver highly effective teaching to students on our Pre-masters and Foundation Business and Social Science Programmes.

Main Responsibilities and Functions
- Delivering between 8-9 hours teaching per week to international students studying on programmes offered by the college
- Assisting with the development of module materials
- Module co-ordination and developing formative and summative assessments, marking and providing feedback to students
- Using and developing the college virtual learning environment (VLE)
- Providing input for related modules to the annual review and reporting process
- Maintaining an accurate and up-to-date record of student attendance and performance
- Keeping up to date with college communication by email and Workday (virtual HR system)
- Maintaining an accurate and up-to-date record of hours worked on Workday
• As and when required, providing academic learning support to individuals/small groups
• Attending and participating in regular internal meetings with teaching and support staff as well as representing the college at appropriate events and meetings when required
• Assisting the College’s Academic Services and Student Services teams in passing information to students and recording students’ attendance and assessment scores
• Upholding the teaching ethos of Glasgow International College

Candidate Profile
As the successful candidate, you will enjoy working with international students, be student-focused and performance driven. In addition you will have:

• At least a Bachelor’s degree in a relevant subject area and for pre-masters teaching, ideally a Masters qualification
• Teaching experience within a UK higher education context
• Experience of working with international students
• Ability to develop and update teaching material
• Experience of working within a Virtual Learning Environment (desired)
• Competent administrative IT skills (Microsoft Office suite, etc.)
• A student-centred and client-focused approach
• Strong record-keeping skills
• Excellent interpersonal and communication skills
• Flexibility and the ability to work under pressure to deadlines
• Enthusiasm and motivation to be a performance-driven team player
• Competent administrative IT skills (Microsoft Office suite, etc.)
• A student-centred and client-focused approach
• Excellent interpersonal and communication skills

Candidates with an appropriate level of teaching experience may be considered for additional teaching on the programme.

Application method
Please apply via our Online Application form for Glasgow International College with your CV and covering letter highlighting why you believe you are suitable for this role.

Further questions about the role can be directed to Anna MacVicar, Programme Leader for Business, Law and Social Science Programme Leader (Anna.MacVicar@kaplan.com or 0141 330 1612); or Graham Henderson, Senior Subject Tutor for BLSS (Graham.Henderson@kaplan.com or 0141 330 3191).

Application link:
Online Application Form - Glasgow International College
Privacy Statement

Kaplan International Colleges complies with the Data Protection Act 1998 and as such takes your privacy extremely seriously. We will not share your data with any third parties. The data you submit will be used solely for the purposes of this recruitment initiative.

Further Details

This appointment will be subject to clearance from the Disclosure and Barring Service. Employment is conditional upon successful completion of DBS and professional reference checks. Applicants must be able to provide proof of eligibility to work in the UK.

Closing date: Monday 19th June 2017 at 6.00 pm

* Salary rate includes preparation for classes and marking of homework and assignments for classes.