Sessional Tutors Accounting and Finance, Economics, Management, Social Sciences and Law
Glasgow International College
Hourly rates of £32.25 Foundation & £40.29 Pre-Masters

About Us
Kaplan International Pathways, a division of Kaplan Inc., offers international students a wide range of flexible study options - from University preparation programmes in the UK, Australia, USA, China and Japan through to full degree programmes in Singapore, Hong Kong and Australia. Through our academic partnerships with leading universities, our expertise in student recruitment, our exceptional teaching and a real focus on customer service and pastoral care, each year we are proud to welcome thousands of students from more than 100 countries through the doors of our colleges. In the UK, we operate 9 campus-based colleges in partnership with Bournemouth University, University of Glasgow, University of Liverpool, Nottingham Trent University, University of Nottingham, University of Brighton, University of Essex, University of York and University of West of England, Bristol and an off-campus college in London offering pathways to 7 leading well-ranked UK universities.

Glasgow International College
The 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 Role
The purpose of this sessional tutor role is to deliver highly effective modules in a variety of subject areas including, the economics, management and social sciences and law related disciplines to international students on programmes offered by the College.

Main responsibilities and functions
Reporting to the Programme Leader for Business, Law and Social Science, you will be responsible for:

- Delivering module(s) in the subject areas detailed above to students studying on programmes offered by the College and assisting with the development of modules at GIC.
- Possibly providing, as and when required, academic leadership, management and coordination for a designated number of modules in the role of “Module Co-ordinator”. This includes preparing module guides and updating module-related information for an agreed suite of modules, coordinating delivery of the module in the college and reporting on student performance.
- Preparing module examinations and other forms of formative and summative assessment, marking and providing feedback to students, and ensuring that quality assurance procedures are followed.
- Assisting with the development and maintenance of the College virtual learning environment (VLE). Facilitating student access to same.
- 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.
- Assisting with the production of reports for students studying of relevant modules.
- Providing, when required, academic learning support to a small number of students through the 1:1 tutorial system.
- Participating in regular meetings with teaching and support staff and representing the College at appropriate events and meetings.
- Any other duties as required from time to time by the College Director, Academic Director and the Programme Leader.

**Candidate profile**

You will enjoy working with international students, be customer orientated and performance driven. In addition you will have:

The successful candidate will enjoy working with international students, be customer orientated and performance driven. In addition the successful candidate will have:

- A Bachelor degree in a related subject area and a minimum of a Master’s degree (although a PhD would be preferable) or equivalent in the subject area.
- Significant teaching experience in a related area to the discipline coverage required within a UK higher education context and experience of working with international students.
- Ability to develop and update teaching material and preferably experience of working within a Virtual Learning Environment.
- Competence in teaching and administrative IT skills (Word, Excel, PowerPoint, e-mail, etc.).
- A student-centred and client-focused approach.
- Strong record-keeping skills.
- Excellent interpersonal and communication skills.
- Experience of curriculum and assessment development within a UK higher education context.
- Flexibility and willingness to work under pressure to deadlines.
- Enthusiasm and motivation to be a performance-driven team player.

This appointment will be subject to clearance from the Criminal Records Bureau (CRB). Employment is conditional upon successful completion of CRB and professional reference checks. Applicants must be able to provide proof of eligibility to work in the UK. It is anticipated that the successful candidate will be able to commence employment by January 2019

**Application Method**

If you have the requisite experience and are excited by the opportunity of working with a strong group of professionals in a growing organisation, please apply using the URL link below:

[Online Application Form](#)

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

**Closing date:** Friday 30 November 2018

We plan to hold interviews in December 2018 and early January 2019

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.