

Job Description

Job Title:	Tutor/Senior Tutor
Role:	Tutor/Senior Tutor
Reporting to:	Academic Manager/Campus Dean
Direct Reports:	None
Date Updated:	September 2020

Main Function of Job:

To provide tuition on the following courses, depending on the course provision at your campus: Legal Practice Course, the LLM in Legal Practice, the LLB, the Graduate Diploma in Law (GDL), the MA in Law, Masters degrees and PSC/PD, the BPC (BPTC) and/or other University courses to the best possible standard.

In addition to the duties and responsibilities listed below, Tutors/Senior Tutors are required to perform other duties assigned from time to time.

Specific Responsibilities:

Programme Delivery

- To teach and assess on the following courses, depending on the course provision at your local campus: Legal Practice Course, the LLM in Legal Practice, Masters degrees (various law topics), the LLB, the Graduate Diploma in Law, the MA in Law, Bar Professional Training Course and/or other University courses in such subjects as may be assigned to you from time to time. This will include teaching and assessing students across a range of written and oral skills and giving individual feedback on students' performances.
- To assist in the preparation of assignments and assessments as required.
- To mark students' written assignments, coursework assessments and examinations within stated deadlines and to the required standard.
- To participate in course design and review, as required.
- To participate in students' curricular and practice related activities, as required.
- To participate in the presentation and/or design of the Professional Skills Course, regional and national Professional Development courses and other University activities and programmes as required.

In addition to the above duties, a **Senior Tutor** will have developed significant expertise in a broad range of activities and competencies that are required in our environment such as:

- Application and practical delivery of a range of teaching techniques
- Pastoral care

- Mentoring colleagues
- Assessments and marking
- Peer observation
- Team leadership

You may additionally have experience in:

- Course design
- Course management
- Research
- Leadership

Client Development

- To act as a personal tutor to a number of students, including being available and willing to discuss students' problems as they arise, their performance generally, and writing references where requested.
- To participate in Business Development activities as required, which may take place outside of core hours.

Teamwork

- To participate in subject teams and fulfil assigned tasks.
- To promote and sustain a constructive, supportive and friendly working relationship with all customers, external and internal, immediate and prospective and senior management and other work colleagues.

Professional Skills

- To receive and engage with further training in learning and teaching techniques as provided from time to time.
- To receive and engage with the initial induction training, including practice teaching sessions with feedback.
- To participate in the Quality Assurance programme of Tutor Classroom Observation by senior members of staff, including feedback on classroom performance.
- To submit and receive feedback on student Teaching Quality Evaluation Forms.
- To participate in the University's Performance Development Review Scheme.
- To participate in the University's Learning and Development programme for tutors, including e.g. attendance at PD courses, practice visits and other activities as indicated in the programme. This will include undertaking a PGCHE if you do not already have one.
- Actively take responsibility for your own personal career development in all respects. Through active networking and research, develop a comprehensive awareness and knowledge of the legal and commercial market nationally. In particular you will be expected to participate in the work of our Legal Practice Research Institute, to ensure that you keep in touch with current legal practice.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by members of the Operations Board from time to time.

Person Specification

Job Title: Tutor/Senior Tutor

Department: Operations

1. TRAINING & EDUCATION

Education

Essential	Desirable
2:1 Degree (any subject) or equivalent Bar Finals, BVC/BPTC, LPC, QLTT/QLTS or LSF First time pass Postgraduate Certificate in Higher Education (PgCHE) * For Senior Tutors – Fellowship of the HEA	

* Please note that if you do not currently have/are not undertaking a PgCHE or an equivalent qualification, it is a requirement of the University that you will enrol into the programme (delivered and financially supported by the University), usually within 12 months of passing probation. Successful completion/qualification is essential to this role

Skills

Essential	Desirable
IT literate Email Use of electronic legal research databases	MS Office products

2. EXPERIENCE

Essential	Desirable
Qualified solicitor or qualified barrister (with completion of 12 months pupillage) Organising and prioritising own workload For LPC/BPTC - practical experience in one or more compulsory/core knowledge subjects.	3 years - PQE or Post pupillage Teaching in Higher Education As a trainer in vocational or professional training Working in an educational establishment Course design Research/publication record

3. SPECIAL SKILLS & KNOWLEDGE

Essential	Desirable
Excellent oral clarity Excellent written communication skills Good presentation skills Coaching skills Able to give constructive feedback	Teaching skills Mentoring skills On-going practice contact

4. BEHAVIOURAL SKILLS

Essential	Desirable
Flexible: willing to teach a range of different subjects. Committed to teaching Excellent interpersonal skills Credible Team player Approachable; sensitive to the needs of others Work well under pressure; resilient Willing to learn and take on new ideas Able to accept constructive feedback Punctual, good time management	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
Flexible in terms of working hours to meet the demands of the role Flexibility in terms of attending courses and events etc which take place at venues outside the campus	