
University of Sunderland

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Academic Tutor	
Job Title:	Academic Tutor (BA (Hons) Leadership and Management Practice)
Reference No:	0274-17
Reports to:	Principal Lecturer (Team Leader)
Responsible For:	
Grade:	E
Working Hours:	As determined by the Faculty
Faculty/Service:	Faculty of Business and Law and Tourism
Location:	St. Peter's Campus, University of Sunderland
Main Purpose of Role:	<p>To deliver high quality teaching as part of a teaching team within Sunderland Business School. Teaching will primarily focused on the BA (Hons) Leadership and Management Practice; a Chartered Management Degree Apprenticeship. It has been designed to develop the managerial and leadership capabilities of professional managers and in order to better equip them to meet the strategic and operational needs of their employers. ATs should have organisational experience, ideally at a supervisory/ managerial level, as well as at least one year experience of working with and supporting the academic and professional development of work-based learners.</p>
Key Responsibilities and Accountabilities:	<p>Teaching and Learning:</p> <ul style="list-style-type: none">• To deliver high quality teaching, as part of a teaching team in a developing capacity within an established programme of study, with guidance from a mentor if required.• Teach in a developing capacity in a variety of settings from small group tutorials to large lectures.• Transfer knowledge in the form of practical skills, methods and techniques.• Identify learning needs of students and define appropriate learning objectives.• Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.• Develop own teaching materials, methods and approaches with guidance.• Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.• Supervise the work of students, provide advice on study skills and help them with learning problems.• Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.• Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback, including peer review of teaching.

- Continually update knowledge and understanding at the forefront of the academic discipline and, if appropriate, also at the forefront of the relevant area of professional practice.
- Translate knowledge of advances in the subject area or professional practice into the course of study.
- Use teaching resources and facilities as appropriate.
- Plan and manage own teaching and tutorials.

Liaising and Networking:

- Liaise with colleagues/students and participate in internal networks.
- Join external subject/research/teaching networks to share information and ideas.

Leadership and Management:

- In exceptional circumstances, may supervise post-graduate students or researchers or other grant-funded staff.
- In exceptional circumstances, could be expected to supervise students' projects, fieldwork and placements.
- In exceptional circumstances, may act as Module Leader and manage personal administrative tasks including contributing to the planning of delivery of taught programmes as relevant so as to contribute to quality enhancement in all areas of academic activity.

Teamwork:

- Collaborate with academic colleagues as appropriate.
- Attend and contribute to subject group and team meetings.
- Share responsibility in deciding how to deliver modules and assess students.

Teamwork:

- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
- Refer students as appropriate to services providing further help.
- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
- Respond to pedagogical and practical challenges.
- Adhere to academic governance, equality and diversity, relevant health and safety and risk management requirements.



Part 2A: Essential and Desirable Criteria

These criteria are assessed at the short listing stage.

The essential criteria must be met in order to be eligible for interview.

Essential:

Qualifications & Professional Memberships:

- Honours Degree in a relevant subject or equivalent work-based experience

Experience:

- Previous teaching experience in an FE or HE environment working with work-based professional learners

Key Knowledge and Expertise:

- Demonstrable commitment to engagement in continuous professional development.
- Possess sufficient breadth or depth of specialist knowledge in the discipline to teach in one or more of the following areas:
 - Leadership
 - People Management
 - Personal and Professional Learning and Development
 - Business Operations and Services Management
 - Human Resources and Talent Management
 - Marketing Management
 - Accounting and Finance
 - Management of Organizational Excellence
 - Entrepreneurship and Innovation
 - Ethical, Sustainable and responsible Business
 - Digital Marketing and Social Media
 - Organizational Change
 - Strategic Management

Desirable:

Qualifications & Professional Memberships:

- Postgraduate qualification (normally doctorate or Masters) or equivalent.
- Membership of an appropriate professional body such as the CMI, CIM or ACCA
- Higher Education Academy Fellowship status or working towards this.

Experience:

- Experience of mentoring and coaching others

	<ul style="list-style-type: none"> • Recent managerial/work experience in a commercial setting • Experience of developing and applying problem-based learning
Special Circumstances	Academic tutors who have limited FE/HE teaching experience may be required to undertake a University two day development programme entitled 'Preparing to Teach at the University of Sunderland'.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Oral and Written Communication:

- Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs.
- Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.
- Monitors understanding of others, develops approach and takes corrective action if required.
- Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.
- Presents complex information in formats appropriate to non-specialists without comprising meaning.
- Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

Teaching and Learning Support:

- Continuously reviews areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms.
- Reflects on own and others practice and develops insights into the learning process.

Service Delivery:

- Adapts services and systems to meet customer's needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services.

Pastoral Care and Welfare:

- Calms and reassures those in distress.
- Deals with difficult situations or confidential matters, according to policy and procedures.
- Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

Analysis and Research:

- Gathers data rigorously and conducts robust analysis, questioning assumptions and existing knowledge.
- Develops hypotheses and concepts to explain data, events and phenomena.
- Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis.

	<p>Teamwork and Motivation:</p> <ul style="list-style-type: none">• Helps to clarify priorities and ensure they are understood by all.• Supports colleagues in need of extra help.• Monitors progress and takes appropriate action to deal with difficulties or slippage.
Date Completed:	September 2017