

Tutor of Business

Job Title:	Tutor of Business
Reports to:	Centre Director
Location:	ONCAMPUS Sunderland

Job Overview

The successful applicant will contribute to the teaching and learning of students within ONCAMPUS with the ultimate goal of securing success for all students, to Achieve More, progressing onto their chosen degree course at the partner university. The following outline of roles and responsibilities may be adjusted according to the needs of the centre and time of the year.

Job Description

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

Key Responsibilities

- To contribute to the development and success of the centre, supporting the strategic aims and objectives of ONCAMPUS, leading by example in accordance with centre, partner university and external standards.
- Plan, prepare and deliver high quality teaching that meets the needs of international students whose first language is not English to achieve excellent student outcomes, student experience and progression.
- Monitor progress and provide regular feedback, formative and summative, to help manage students' performance.
- Report to relevant stakeholders on students as needed throughout the programme.
- Set and mark work and assessments in accordance with ONCAMPUS and/or partner university assessment and quality policies.
- Contribute to the development, evaluation, and improvement of programmes, materials and related services, through active participation and involvement in academic initiatives.
- Take responsibility for continually developing own skills and teaching methods, including the use of new technology, learning from and sharing effective teaching practice with others, participating in training and CPD as required.
- Ensure English, Maths and transferable skills are embedded within lessons to support students preparing for progression to the partner institution.
- Be aware of, and work within, all policies, procedures and statutory frameworks relating to tutors' responsibilities e.g., Safeguarding, Health and Safety, Equality and Diversity, Quality.
- To carry out administrative and organisational tasks and actively participate in meetings related to the duties described above, including registering the attendance of students.
- To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the business without altering the nature or level of responsibility involved.

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Person Specification

Education

- Educated to degree or equivalent qualification level, in relevant subject area (Essential)
- Demonstrates competency in English language to IELTS 8.0 or equivalent (Essential)
- Master's degree or equivalent, in relevant subject area (Desirable)
- Teaching Qualification (Desirable)

Experience

- Relevant in-person or face to face teaching or training experience in relevant subject area (Essential)
- Experience of online or blended course delivery (Desirable)
- Experience of working with international students where English is not their first language (Desirable)
- Experience of working in UK further education or higher education (Desirable)
- Experience of using student management systems and virtual learning environments (VLE) (Desirable)

Skills

- Strong IT skills, particularly the use of Excel, Word, PowerPoint, Outlook (Essential)
- Demonstrates cross-cultural awareness and understanding (Essential)
- Commitment to ongoing reflection and continuous improvement of teaching practice (Essential)
- Excellent interpersonal, communication and presentation skills (Essential)
- The ability to prioritise, meet deadlines and work under pressure (Essential)
- A record of achievement in teaching (Desirable)

In particular, you will:

- Treat all stakeholders with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being, developing and maintaining a full understanding of current procedures;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Behave in a professional manner at all times displaying our group values

Employee Values

At Cambridge Education Group we believe that in living our values every single day we **Achieve More** for everyone around us, and in so doing makes it a great place to work.

Expert – Each individual strives to demonstrate expertise in everything they do, from previous experiences or acquiring new, relevant skills and know-how. We are great at sharing our knowledge to help our students, fellow colleagues and partners **Achieve More**.

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Authentic – Our actions are taken, and decisions made, in line with our vision and mission; we trust each individual to do the right thing and deliver what they say they will through genuine, open and honest dialogue. We bring our whole selves to work, maximising our diversity to **Achieve More**.

Innovative – We continually improve all aspects of what we do, being solution-focused to affect change on our path to Achieve More. All colleagues share their ideas, big and small, and are flexible to new practices, approaches and ways of working.

Whether you work in one of our **ONCAMPUS** centres, with **CEG Digital** supporting one of our many partner universities, with **iheed** transcending boundaries, transforming medical education, in market engaging prospective students or as part of one of our central service functions you will find a friendly, fast-paced and supportive work environment created by our diverse range of colleagues.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues, including volunteers to share this commitment. All successful candidates will undergo background checks and where roles have direct contact with young people, including all centre based role's, this will include; qualification and reference checks, criminal record checks including an Enhanced Disclosure via the Disclosure and Barring Service (DBS) in line with safeguarding requirements and our Policy for Protection of Children and Vulnerable Adults. The Company also expects all colleagues and volunteers to share the Company's commitment to Equal Opportunities within the workplace.