
University of Sunderland

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Type Job Title here

Job Title:	Academic Tutor
Reference No:	
Reports to:	Associate Head of Law
Responsible For:	
Grade:	E
Working Hours:	As determined by the Faculty
Faculty/Service:	Faculty of Business, Law and Tourism
Location:	St. Peter's Campus, University of Sunderland
Main Purpose of Role:	To deliver high quality teaching as part of a teaching team within Sunderland Law School. Teaching may be spread across undergraduate (LLB) and postgraduate (LLM Legal Practice) programmes. If you are a qualified solicitor you may also supervise students working on live client work in Sunderland Student Law Clinic.

Key Responsibilities and Accountabilities:

Teaching and Learning

- 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.

Liaison 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

- For a clinic supervisor role, you will supervise students working on live client work based in Sunderland Student Law Clinic.
- May supervise post-graduate students or researchers or other grant-funded staff.
- Could be expected to supervise students' projects, fieldwork and placements.
- 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.

Other

- 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.

**Special
Circumstances:**



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Honours degree in Law or related discipline

Knowledge and Experience:

- Demonstrable commitment to engagement in continuous professional development.
- Previous teaching experience in an FE or HE environment or equivalent experience in legal practice
- Possess sufficient breadth or depth of specialist knowledge in the discipline to teach in one or more of the following areas:
 - Business Law
 - Employment Law
 - Civil Litigation
 - Criminal Litigation
 - Commercial Law
 - Contract Law
 - Tort
 - Family Law

Desirable

Qualifications and Professional Memberships:

- Postgraduate qualification (normally doctorate or Masters) or equivalent.
- Qualification as a solicitor in England and Wales and eligibility to obtain a practising certificate (this is essential if you wish to be a clinic supervisor).
- Higher Education Academy Fellowship status or working towards this.
- Previous teaching experience in an HE environment.

Knowledge and Experience:

- Previous teaching experience in an HE environment.

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.

	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.
	Teamwork and Motivation <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:	January 2023