

Edge Hill University

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Associate Tutor in Modern Language Education (Spanish) EHAT3394-817

Reporting to: Head of Secondary Education

Accountable to: Pro Vice-Chancellor & Dean of Education

The Post

The Faculty is keen to appoint an outstanding professional who is energetic, flexible, creative and willing to take a full involvement in a range of activities and initiatives within the Faculty of Education. Highly effective teamwork and communication skills and outstanding teaching skills are essential for this post.

The post-holder will teach on curriculum and/or professional modules in the Secondary PGCE and undergraduate MFL (Spanish) programme, will work with trainees undertaking periods of training in schools and will contribute to the continuing development of the programme.

In addition, the post-holder will contribute to the full range of work within the Faculty, such as marketing and recruitment activities designed to support recruitment of outstanding ITT trainees.

Duties and Responsibilities

The post-holder will be expected to contribute to existing Faculty of Education programmes and to carry out the following as and when required.

Corporate Responsibilities

The post-holder will:

- a) Participate in Edge Hill's decision-making process;

- b) Contribute to and serve as appropriate on internal committees, working and advisory groups;
- c) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill Policy;
- d) Encourage and promote the generation of income including the provision of research and consultancy;
- e) Promote and implement the University's equal opportunities policies.

Specific Duties and Responsibilities

The post holder will be expected as and when required to engage in the following types of activities:

- a) Engage in induction and staff development activities associated with the role;
- b) Support trainee learning as a member of a teaching team, working in individual, small group and large lecture contexts;
- c) Contribute effectively to the area by participating as a member of teaching teams, attending relevant briefing, moderation, review and planning meetings;
- d) Prepare and deliver outstanding teaching sessions according to specified guidelines and validated content, developing appropriate high quality teaching and learning materials, methods and guidance, and contributing to the module evaluation and improvement planning process;
- e) Provide appropriate levels of trainee support, ensuring individual learning needs are met and support for study skills and learning difficulties is provided;
- f) Communicate issues or concerns on a regular basis with administrative staff, colleagues and area / programme managers;
- g) Mark work in line with the appropriate assessment policy and procedures, including second marking and moderation adhering to assessment criteria, providing high quality constructive written feedback for each trainee in line with appropriate policies in a timely fashion, recording marks appropriately and ensuring that marks and scripts are passed to the relevant module leader / area manager by the set deadline, and where appropriate attend relevant Assessment Boards;
- h) Ensure that module evaluations are completed, summarised and appropriate reflection on practice feeds into the evaluation and quality assurance processes;

- i) Demonstrate an enthusiastic teaching style, based on excellent subject knowledge, effective communication skills and excellent organisational abilities;
- j) Act, as and when required, and in accordance with Edge Hill University and Faculty procedures as a personal tutor for a group of trainees;
- k) Take responsibility for the accurate completion of Career Entry Development Profiles (EHU CEDP) for final year and postgraduate trainees;
- l) Prepare references for first appointment of trainees in line with Faculty of Education guidance and policy;
- m) Take an active part in the Faculty of Education Professional Observation system;
- n) Contribute to teams working on new bids, projects and developments;
- o) Maintain and update on an annual basis an up-to-date electronic version of a CV indicating the range of academic, professional and research and knowledge transfer activities you have engaged in;
- p) Cover for staff illness / absence;
- q) Make payment and travel claims in the appropriate manner and by the requisite deadlines;
- r) Carry out any other duties associated with the area at the discretion of the line manager;
- s) Take module leader responsibilities for appropriate modules in the area, including:
 - i. the preparation of all module documentation;
 - ii. the communication of all relevant information to staff teaching on the module and trainees undertaking the module;
 - iii. responsibility for the collation and accurate presentation of trainee assessment information;
 - iv. responsibility for monitoring overall trainee attendance;
 - v. responsibility for the collation of evaluation information, presenting a summary of such information together with a response to the appropriate manager, staff teaching on the module and trainees;
 - vi. ensuring that internal moderation of coursework associated with the module takes place and is monitored and recorded;
 - vii. ensuring, where appropriate, that coursework is available for external examination purposes;

- t) Contribute to other modules and undertake responsibilities as directed by other module leaders;
- u) Where appropriate, undertake work within the Faculty, including professional practice supervision, recruitment, support and liaison.

In addition to the above duties all staff are required to:

- a) Participate in Edge Hill's Performance Review scheme;
- b) Respect confidentiality; confidential information should be kept in confidence and not released to unauthorised persons;
- c) Comply with legislation and adhere to Edge Hill's policies and procedures and attend appropriate training as required, including Health and Safety;
- d) Manage and enhance own personal performance;
- e) Participate in work-related training and staff development.

Salary **Hourly Rate**
£42.82 - £48.17

Hours Part time, flexible hours

It is important to note that the successful applicant will be required to undertake a Criminal Records Bureau enhanced disclosure and that this will form part of the conditions of offer of employment.

Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

PERSON SPECIFICATION

Associate Tutor in Modern Language Education (Spanish) EHAT3394-817

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	A good relevant honours degree and QTS	*	
2	Higher qualifications relevant to the post, such as a Postgraduate degree	*	
3	PhD or other research training		*
Experience and Knowledge			
4	Successful teaching experience or other evidence that suggests potential to develop as an effective teacher	*	
5	Successful teaching experience in Higher Education		*
6	Experience of one or more of: research, consultancy, evidence-based practice, publication, and innovation	*	
7	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*	
8	Effective working as a team member	*	
9	Have a relevant subject specialism	*	

Competencies

Teaching, Learning and Assessment

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| 12 | An effective communications style and interpersonal skills | * |
| 13 | Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment | * |
| 14 | Ability to use Information and Communication Technology (ICT) to support teaching and learning | * |
| 15 | Ability to contribute to the assurance of academic quality and standards | * |
| 16 | Ability to support the diverse academic and personal needs of individual students | * |

Scholarly Activity and Research

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| 17 | Ability to engage in innovation, knowledge construction and knowledge dissemination | * |
| 18 | Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies | * |
| 19 | Commitment to engage in advanced scholarship and research | * |

Management and Administration

- | | | |
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| 21 | Ability to support the general development of the department, the faculty and the institution | * |
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Personal and Professional Development

- | | | |
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| 22 | Ability to reflect on own skills and knowledge, and to seek opportunities to develop | * |
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