

## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **1. JOB INFORMATION**

Post Title: HPT Hourly Paid Tutor Business Management and Leadership

Salary Range: £32.09

Mode: Hourly Paid

REQ: CUG001260

### **2. JOB DESCRIPTION**

#### **Purpose**

CU Coventry (CUC) offers a new approach to teaching and learning in higher education. It offers a range of vocationally relevant higher education courses as well as a portfolio of professional qualifications delivered both face-to-face and on-line.

The hourly paid tutors at the university will undertake teaching, curriculum development, and course co-ordination supporting the development and delivery of undergraduate, professional programmes and other CU Coventry (CUC) core activities, and ensure that students have an effective learning experience. These roles are primarily for tutors for the Tourism and Hospitality Programme and to support the Marketing and PR degree programme. However, the roles does cross over into many general managerial disciplines.

#### **Main Duties and Responsibilities**

1. Take responsibility for the development and delivery of learning, teaching and assessment, including module material on the virtual learning environment. This will include curriculum development and the design, enhancement and organisation of teaching and learning.
2. Demonstrate good practice in teaching, learning and assessment consistent with CUC's aspiration to be a high quality provider of teaching and learning.
3. Ensure that students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their retention/progression and employability.
4. Contribute to quality monitoring, enhancement, and the continuous improvement of the curriculum, teaching and quality of provision.

5. Contribute to developing and promoting employer engagement, student recruitment and the external profile of CUC to students, employers, partners and professional bodies.
6. Engage appropriately in professional development and active membership of professional bodies to keep abreast of developments in the field.
7. Develop programme and module handbooks and related information for students.
8. Work effectively as a team member, contributing to committees and working groups.
9. To undertake professional development in support of teaching and other core activities.
10. Ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act (2001) and all other rules and regulations that govern the work completed for CUC.

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

**Supervision Received**

Course Leader

Head of Curriculum

**Supervision Given**

None

**Contacts**

Academic and Professional Services staff at the University

University Staff

Students

### 3. PERSON SPECIFICATION

This is an exciting role in a dynamic organisation. You will bring a considerable track record of achievement along with enthusiasm to work as part of a team to secure the success of the University.

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<b>Education/ Qualifications</b>	<p>Master's degree in an appropriate subject</p> <p>OR (if from a professional practice background) a good Honours Degree and appropriate professional qualification and/or membership</p> <p>Willingness to acquire a teaching qualification if not already held.</p>	<p>PhD</p> <p>Active membership of an appropriate professional body</p>
<b>Teaching Experience</b>	<p>Evidence of supporting student success.</p> <p>Experience of teaching at HE level for levels 4-6 in the relevant subject area.</p>	<p>Experience of producing teaching/learning materials to use on-line</p>
<b>Job-related skills/Aptitudes</b>	<p>Ability to generate and follow through innovative ideas</p> <p>Very good standard of oral and written communication</p> <p>Ability to meet targets and deadlines</p> <p>Good organisational skills</p> <p>Professional experience in the Field.</p>	<p>Experience of successful professional networking</p>
<b>Interpersonal Skills</b>	<p>Ability to work both as part of a team and independently</p> <p>Ability to deal effectively and to communicate with people at a range of levels</p> <p>Enthusiastic and self-motivated</p> <p>Good time management skills</p>	

<b>Other Requirements</b>	Willingness to engage in flexible working.	
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### **Other Responsibilities**

- ☐ Carry out all duties in accordance with the CU Coventry Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. The individual should also counteract such practice or behaviour by challenging or reporting it.
- ☐ Take all reasonable care of the health and safety of yourself, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules and regulations.

### **Review Clause**

- ☐ It is CU Coventry's practice periodically to review job descriptions and person specifications and update them to ensure they accurately reflect the current requirements of the job. This process will be completed by the manager in consultation with the individual whose job description is being reviewed.