

Job Profile

Job title	Computer Science Tutor		
Division/Dept.	University of Bradford International College (UBIC)		
Contract type	Full-time, Fixed-term	Contract dates	06 January 2025 – 30 June 2025
Working hours	Monday to Friday – 40 hours per week, with up to 25 timetabled contact hours in term time		
Paid leave	12 days (five or more days taken in the Spring break – the rest taken flexibly in term time)		
Reports to	Programme Lead	Location	University of Bradford Campus
Salary	£32,291 per annum (pro-rata)	Closing Date	29 November 2024 with interviews carried out on a rolling basis

Job overview and purpose

The University of Bradford International College (UBIC) is a partnership between the University of Bradford and Oxford International Education Group.

Since it was set up in 2021, the College has seen significant growth in student numbers and we continue to expand the range of courses on offer and build on our success to date in providing international students with a supportive engaging and effective learning experience.

We expect a significant new intake of students in January 2025 and we are looking for a suitably qualified and experienced **Computer Science Tutor** to join our teaching team on a full-time, fixed-term basis.

You will support the students both inside and outside the classroom using a range of teaching materials, techniques and resources. Taught modules include Introduction to Computer Science (Level 3), Introduction to Programming (Level 3), Digital Media and Software (Level 3), Fundamentals of Programming (Level 4), Computer Systems (Level 4), and Software Engineering (Level 4). Your role will be to deliver these modules and assess the performance of students preparing to progress on to and on undergraduate at the University of Bradford.

Located within the University of Bradford's city-centre campus, UBIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to degree programmes at the University. We have a diverse community of students, and we are committed to providing them all with a high-quality learning experience and positive outcomes. Delivering on this promise is a Team effort involving every member of staff.

If you have what it takes to succeed in this role, we look forward to receiving your application. Please note that shortlisted candidates will be asked to complete a short pre-interview lesson-planning task.

Main duties and responsibilities

- Plan and deliver high-quality teaching on relevant course modules to international students from a range of cultural and educational backgrounds.
- Help students understand and adjust to the demands of study in UK Higher Education and become more independent learners.
- Provide tuition and academic support for students as a Subject Tutor and demonstrate a willingness to offer help and advice outside class hours.
- Create and maintain a positive and purposeful classroom environment in which accepted rules of behaviour are consistently applied.
- Select and use appropriate, effective and engaging teaching materials and techniques that meet the needs of international students from different backgrounds.
- Ensure students have access to a range of relevant learning materials by populating the VLE (Canvas) pages with content and links to additional study resources.
- Assess students as required, providing useful and timely feedback on formative and summative assessment work and meeting College deadlines for the submission of marks.
- Work with Programme Leads and teaching colleagues to develop new teaching and assessment material and provide feedback on existing module content.
- Ensure attendance and academic records are complete and up-to-date and that any concerns are reported to the Academic or Programme Management Teams in a timely manner.
- Attend and contribute to College meetings and training sessions as required.
- Act as an ambassador for Oxford International Education Group and the university pathways programme.
- Adhere to University of Bradford and UBIC policies & codes of conduct for staff.

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure • Eligibility to work in and travel freely in the UK 	
Qualifications	<ul style="list-style-type: none"> • A first university degree in computing/informatics or computer science. • A recognised teaching qualification 	MA/MSc in a relevant subject PGCE (with QTS)
Experience and knowledge	<ul style="list-style-type: none"> • Substantial relevant teaching experience in UK further or higher education • Experience of teaching international students • Experience of teaching using a range of effective strategies and classroom approaches. 	<ul style="list-style-type: none"> • Experience of teaching on a university pathways programme. • Experience of teaching relevant courses at Level 3

Personal qualities	<ul style="list-style-type: none"> • Ability to relate to international students and understand their needs. • Flexibility and adaptability • Excellent communication skills - oral and written 	<ul style="list-style-type: none"> • Understanding of the UK HE context
Other requirements	<ul style="list-style-type: none"> • A commitment to working collaboratively with teaching and non-teaching colleagues. • A commitment to equality, diversity and inclusion • Confident user of classroom ICT and O365 tools. 	<ul style="list-style-type: none"> • Experience of using a Virtual Learning Environment and/or teaching online

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

OIEG is committed to safeguarding and promoting the welfare of children. As part of our Safer Recruitment Policy, you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.