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Job Profile

Job title	Computing Tutor - Problem Solving and Programming, Software Engineering, Information systems and Data Analysis Tutor and Module Lead to one module.		
Division/dept	University of Greenwich International College		
Working hours	Up to 15 hours per week	**Start date**	March 2025
Annual leave	5.6 weeks per annum including public holidays		
Reports to	UGIC Academic Director	**Location**	Greenwich, London
Salary	Part- time pro rata-ed with views to become full-time depending on numbers.		

Job purpose

Oxford International and the University of Greenwich have entered into an agreement to provide pathway programmes in the University's City Centre campus. University of Greenwich International College offers a range of Pre-sessional, foundation, first year undergraduate and postgraduate programmes for international students at the University of Greenwich and includes modules to develop their English language and study skills as well as academic subject knowledge.

Tutors deliver lessons that prepare students fully for participation in the first and second year of their university programme as well as preparing students for master's programmes. The lessons adopt an interactive, student-centred approach that makes full use of the latest technology in order to provide students with a varied, lively and purposeful experience.

Main duties and responsibilities

- To be responsible for teaching, assessment, marking, academic development, module leadership, and scholarship in **Problem Solving and Programming, Software Engineering, Information systems and Data Analysis** from Levels 3-6.

Other duties and responsibilities

- To deliver academic subject specific modules in one or various courses in Science Engineering and Computing to international students from a range of linguistic, educational and cultural backgrounds at one or various levels of study from level 3, level 4, and Level 6.
- As a **Module Lead** for one of the modules taught, to compile results, track students who are unresponsive, put support plans in place and write module evaluations at the end of the term.
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads students to become independent learners
- Provide academic support for students, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied
- Select, prepare and use teaching and learning materials appropriate for international students and contribute relevant materials to the to the teachers' shared resource drive
- Assess students throughout their modules, regularly creating, providing and marking both formative and summative evaluations
- Provide detailed oral and written feedback to students and other stakeholders, for example, the Head of English, the Administration Manager, and Academic Director and College Director, as required
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g., accurate attendance records, student progress reports, test invigilation)
- To communicate effectively and in time with the Programme coordinator, Academic Director and any members of their team in case of emergency or absence.
- To maintain open channels of communication for updates and remain responsive during expected work hours.
- Using the course descriptor write a scheme of work, assessments and marking criteria to specified deadlines
- Populate the VLE (Moodle) with relevant materials for students to access

Person Specification.

Attributes	Essential	Desirable	Measured By
Statutory Requirements	Eligibility to live and work in in the UK	Willingness to undergo a DBS check or overseas equivalent	Passport/DBS Application form
Experience and Knowledge	▪ Significant years' experience of teaching **Problem Solving and Programming, Software Engineering, Information systems and Data Analysis** at Levels 3 to 6 in a higher education environment.	▪ Experience of a variety of teaching approaches. ▪ Experience of module design, leadership, curriculum development and quality assurance process and procedures. ▪ Proven industry experience in Computing and Problem Solving and Programming	CV and Interview
Qualifications	▪ Good Honours and Masters' degrees in Computer Science ▪ For level 6 a relevant masters and PhD or substantial teaching and research or industry experience at that level	▪ Formal teaching qualification PGCHE or Registered Practitioner of Advance HE.	CV and Interview
Other Skills and Experience	▪ Ability to teach and supervise students' projects, labs and coursework up to master's level. ▪ A flexible and innovative approach to teaching and learning. ▪ An excellent presentation and communication skills. ▪ Ability to lead, work as part of a team, and take on and accept responsibility.	▪ A full commitment to real-world research impact and innovation in Problem Solving and Programming, Software Engineering, Information systems and Data Analysis ▪ An ability to contribute to existing knowledge in Computing and Problem Solving and Programming, Software Engineering, Information systems and Data Analysis ▪ High level of IT skills in context of e-computing and learning.	CV Interview, and Presentation
Personal Qualities	▪ Empathy with international students and an understanding of their needs ▪ Flexibility & adaptability ▪ Excellent communication skills, oral & written. Commitment to the development of UGIC	▪ Understanding of the higher education environment ▪ High level of IT skills	Interview

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.

Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

Oxford International is an equal-opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.