

Job Profile

Job title	Computing Tutor		
Division/Dept.	University Partnerships		
Working hours	Full time	Start date	asap
Annual leave	25 days per annum (plus Public Holidays)		
Reports to	Head of Computing	Location	Edinburgh
Salary	£36,050 per annum		

Job purpose

Edinburgh Napier University International College are seeking to appoint an enthusiastic and motivated Computing tutor with excellent digital skills to join our teaching team. Your role will involve the teaching and assessing of international students to ensure they exceed targets. You will support learners in all aspects of their educational studies using both pre-prepared materials and innovation within your teaching.

Main duties and responsibilities

- Plan and deliver Computing to international pre-university students from a range of linguistic, educational and cultural backgrounds
- 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 environment in which accepted rules of behaviour are consistently applied
- Select, prepare, develop and use teaching and learning materials appropriate for international students
- 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.
- Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. accurate attendance records, student progress reports, schemes of work, test invigilation)
- Assist the development of module templates, schemes of work, assessment materials & Handbooks
- Populate the VLE (Moodle) with relevant materials for students to access
- Attend and contribute to college meetings and training sessions as required
- Act as a positive ambassador for Oxford International pathway programmes

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 a relevant subject • A recognised teaching qualification 	<ul style="list-style-type: none"> • Postgraduate qualification in a relevant subject • PGCE (with QTS)
Experience and knowledge	<ul style="list-style-type: none"> • Relevant teaching experience in UK further or higher education • 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 international students
Personal qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility & adaptability • Excellent communication skills, oral & written • Commitment to the development of ENUIC 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills

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.

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