A brochure of a university

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*Online application> Shortlisting > Interview Process> Job Offer*

**Associate Tutors for Continuing Education Programme**

**Area:** Continuing Education

**Job Ref:** n/a

**Location:** University Campus, Liverpool City Centre and the Wirral.

**Grade:** Grade 6, point 25

**Salary:** hourly rate plus holiday allowance

**Working Hours:** part time including evenings

**Tenure:** Zero hours contract as bank tutor, hours dependant on student enrolment numbers

**Role overview and University context:**

* This role is based in Continuing Education in the Faculty of Humanities & Social Sciences.
* Continuing Education has a long and proud history of providing a wide range of high quality programmes to the public as part of the institution's mission as a civic university. It has a unique place in the history of the University and the City. CE tutors have the teaching skills and enthusiasm to help us to create a vibrant community of students and staff united in the pursuit of learning. A CE tutor’s commitment is to the whole Continuing Education programme by alerting students to the diversity of opportunities available and by helping us to communicate these to the wider public.
* CE Tutors are appointed on a teaching contract with an agreement to deliver high quality teaching, with associated student support, administration and continuing professional development. CE Tutors will have demonstrable expertise in their discipline and will show aptitude and should have some experience in teaching adults. Role holders are educated to degree level or equivalent and with the personal and professional skills to work in this highly demanding arena.
* The role holder is a full member of the Continuing Education Team and so contributes to the development and delivery of approved CE courses within their discipline as agreed with the Academic Director. In addition, the role holder agrees to undertake an appropriate level of preparation and associated marking and to undertake any necessary of professional development (which may include peer review of teaching).
* The successful candidates will be added to the Associate Tutor Bank and allocated hours based on student enrolments and the number of classes running.

**Salary & Hours:-**

* Terms and conditions of employment will be those for Grade 6 Zero hours teaching only tutor. Grade 6, point 25. Salary for this grade is currently £17.72 plus 13% holiday pay per hour.
* Classes are usually 2 hours, and tutors are paid an hour preparation for each hour teaching per class.
* All of our Associate Tutor posts are academic pensionable posts and are eligible for USS pension scheme membership.

**Responsibilities:**

* Teach CE courses to the high standard expected of programmes across the University
* Agree in advance of a course running, the course title, syllabus and content, dates, venue ( which maybe online) and times of the course.
* Continue to reflect on, develop and refresh subject discipline knowledge and teaching methods to ensure currency and quality in course content and delivery.
* Provide resources and support of a high standard to students so that student learning is enhanced. (including quality of supporting materials, lecture notes, , up to date readings etc)
* Provide students with help and advice as appropriate to support them in their current studies and in progressing to further learning.
* Work directly with the Academic Director to identify and develop courses that are appropriate for Continuing Education students.
* Ensure that required information is communicated to CE administrative team in a timely manner, and that paperwork (eg registers and evaluation forms, marked assignments) is completed and returned within the requested timescale.
* Use standard media (email, web, CANVAS, ZOOM, teams Multi-media resources) to aid communication with CE staff and to support teaching
* Ensure that Health and Safety requirements within classrooms, whether in University accommodation, online, or external, are adhered to and where there are concerns to report these as soon as possible.
* Conform to the University policy on Equality
* Support the development of teaching quality through attendance at meetings and training events as requested and supporting peer review of teaching (either by reviewing others or being reviewed)
* Promote the development of and dissemination of information about Continuing Education to students through social media.
* Demonstrate sound time management and organisation skills, being able to manage work in response to changing priorities, circumstances and workload.
* Complete the University’s mandatory training modules
* Undertake any other related duties which may be required in the management and delivery of CE commensurate with the grade and hours of appointment.

**In addition to the above, all University of Liverpool staff are required to:**

* Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.
* Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
* Participate in the University’s Professional Development Review scheme and take a proactive approach to own professional development.
* Demonstrate customer service excellence in dealing with all stakeholders.
* Embody and uphold the University’s Vision and Values.

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| **Essential Criteria** | | **Desirable Criteria** |
| **Experience** | | |
| 1.1 | Extensive subject expertise and of teaching & assessment | Experience of teaching at HE level 4 |
| 1.2 | Proved experience teaching in Higher Education/University or evidence  of the ability to be an effective teacher at this level. | Proved experience teaching in UK University and/ or adults |
| **Education, Qualifications and Training** | | |
| 2.1 | University degree in cognate specialist subject | PGCE or equivalent qualification in teaching |
| 2.2 | Maintain current knowledge of the subject and advise on changes to the syllabus. | A postgraduate qualification |
| **Skills, General and Special Knowledge** | | |
| 3.1 | An effective and engaging communication style and interpersonal skills. | Experience of using CANVAS to support learning and teaching. |
| 3.2 | Ability to develop and use effective, flexible, and innovative approaches to teaching, learning and assessment. | Experience with exam boards and international assessment agencies. |
| 3.3 | Ability to use Information and Communication Technology (ICT), including a VLE,  to support teaching and learning. | Experience with implementation of support plans for students with a variety of functional and cognitive disabilities. |
| 3.4 | Ability to support the diverse academic and personal needs of individual students. | Ability to contribute to the assurance of academic quality and standards. |
| 3.5 | Ability to support the general processes of the department in a timely manner. |  |
| **Personal Attributes and Circumstances** | | |
| 4.1 | A flexible approach to working part time hours which may include evenings. |  |
| 4.2 | A reliable and professional approach, with resilience and ability to work as part of a team. |  |
| 4.3 | Excellent communication skills to liaise between students of all ages, professional services, and academics across the department and the University. |  |
| 4.4 | Organisational skills /working to deadlines |  |

**Criteria for Confirmation in Appointment for Academic Staff –**

**Probationary members of staff will:**

**Learning and Teaching**

* Demonstrate that they have fulfilled the agreed teaching expectations assigned to them to a standard expected in their subject area
* Demonstrate how they have contributed to the student experience at undergraduate and/or postgraduate level, including evidence of PGR supervision where appropriate
* Demonstrate that they have completed, or be near to completing within a defined deadline, the Certificate of Professional Studies

**Contribution and Engagement**

* Demonstrate their awareness of the University’s plans and priorities and that they are engaged with these
* Demonstrate that they have fulfilled agreed leadership and managerial activities assigned to them
* Demonstrate their awareness of departmental/school/institutional plans and priorities and how they contribute to and engage with these
* Demonstrate that they have an on-going longer-term career plan
* Demonstrate that they have an awareness of the University values

**Development**

* Demonstrate that they have fulfilled any required development and that they have an ongoing plan for the development of their career

Established in 1881, we are an internationally renowned Russel Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best Universities both nationally and globally, and the majority of our research is rated world leading or internationally excellent. Find out more [here](https://www.liverpool.ac.uk/about/).

**Our Areas**

When you work at the University of Liverpool you are more than just your job role. You are a crucial part of our mission to improve lives on a local, national and international scale. Click on the relevant link(s) below for more information on the area you will be working in.

[Faculty](https://www.liverpool.ac.uk/humanities-and-social-sciences/about/) [Continuing Education](https://www.liverpool.ac.uk/continuing-education/)

**Why Work Here**

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague’s wellbeing and development. Discover more [here](https://www.liverpool.ac.uk/working/whyworkhere/).

**Moving from abroad**

As a global institute, we welcome applicants from all nationalities, moving from a different country can be challenging and we would like to help as much as we can, we have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more [here](https://www.liverpool.ac.uk/working/relocating/).

**Our Staff**

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what they have to say [here](https://www.liverpool.ac.uk/working/whyworkhere/colleagues-stories/).

***The University of Liverpool is committed to being an inclusive employer. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.***

**Contacting us**

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please email: [ggodenho@liverpool.ac.uk](mailto:ggodenho@liverpool.ac.uk)

**Application process**

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account [here](https://my.corehr.com/pls/ulivrecruit/erq_search_package.search_form?p_company=1&p_internal_external=E).

Once you submit your application you will receive an automatic email acknowledgment.You can view your application any time by clicking into the application history section of your account.

**Job Description**

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

**Right to work**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. The UKVI have an interactive tool allowing you to immediately see if vacancies are eligible for a Skilled Worker visa. You will need to know the SOC code for the role, our most used SOC codes can be found [here](https://www.liverpool.ac.uk/intranet/media/intranet/humanresources/2014/recruitment/Check,if,a,job,role,is,potentially,eligible,for,a,skilled,worker,visa.docx), if none of these apply to this role, there are more codes on the eligibility checker. The skilled worker eligibility checker can be found on [GOV.UK](https://www.gov.uk/government/publications/uk-points-based-immigration-system-employer-information/the-uks-points-based-immigration-system-an-introduction-for-employers).

**Disabilities and alternative formats**

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies of documentation in alternative formats, please email: jobs@liverpool.ac.uk or telephone 0151 794 6771.

**Outcome of your application**

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

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