



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title: Tutor

Department / School: School of GeoSciences

Reports To: Course Organiser

Job Purpose

To deliver learning and teaching activities, including online meetings/research talks, and asynchronous fora, within course learning outcomes and to enhance the learning experience of students. A key purpose of the role is to create a stimulating and interactive learning environment, where students can further their understanding of course topics and develop their academic skills, including critical thinking, analytical skills, argumentation and communication skills, and independence of learning.

Main responsibilities

The following items are representative responsibilities which may be undertaken by post- holders at this level, recognising that the specific responsibilities are determined at course level:

1. To lead tutorial groups and in-class discussions groups in discussing key points from lectures and/or course materials, within a framework set by others and to specified learning outcomes. Tutorials may take a variety of forms including those appropriate to problem-based learning and online sessions.
2. To contribute to shaping topics for tutorials/class within the overall course parameters, for example, by suggesting case studies or linking to current events.
3. To assist with the preparation of reading lists and other material, by suggesting additional/alternative readings, and designing simple teaching material for tutorials or class discussions, under the direction of the Course Organiser or other appropriate member of staff. For distance learning programmes, this may include updating existing online content to ensure its accuracy, currency and effectiveness.

4. To carry out necessary preparation and prior reading on course topics in order to be able to guide discussion and answer queries arising from set exercises. Preparation may include familiarisation with the course structure, content, learning outcomes and assessment methods through the Course Handbook and lecture/tutorial notes.
5. To undertake marking, under supervision, of formative and summative assessments in line with the University Common Marking Scheme, the criteria set by the Course Organiser, and other marking guidance provided. Assessments may include exams and continuous assessment (e.g. tutorial assignments, essays, project work).
6. To provide feedback and feed-forward to students in relation to tutorial, class or student group activity, in line with the School and University policies and procedures, highlighting to the Course Organiser, Student Experience Team or Health and Safety team any concerns about student performance, pastoral or potential health & safety issues.
7. To guide students in their learning experience as appropriate. This may include providing essay writing guidance, encouraging good practice in referencing sources, directing students to relevant resources, being available (including online availability) at specific times to answer student queries on matters arising from tutorial sessions or coursework.
8. To fulfil the administrative work associated with marking and teaching. This may include keeping an accurate record of tutorial attendance and assessment marks, in line with the relevant procedures, and gathering student feedback for course monitoring and review purposes.
9. To support external study visits planned and run by others, e.g. lecturer, as part of the assigned course.
10. To supervise group projects undertaken by students as part of a course, working within established learning objectives, parameters, and guidelines. This may include arranging meetings with students across the semester to help the project develop and providing regular feedback on progress.
11. Where appropriate, to assist with the organisation of knowledge exchange and public engagement events, e.g. programme of cultural events.

Planning & Organising

Post-holders plan how to develop discussion/teaching delivery during and outwith timetabled sessions, within boundaries of topics set by the Course Organiser.

Post-holders must ensure they have an adequate level of preparation in advance of planned sessions, including familiarity with any online tools to be used. They should attend any training/briefing sessions as agreed with the Course Organiser. They may need to consult with the Course Organiser on the advisability of attending some or all

course lectures to get an understanding of the level of the material, lecturer's style, etc.

Problem Solving

Post-holders are expected to adjust their teaching delivery and support based on student or Course Organiser feedback, or their own reflections on student learning and to seek teaching advice from the Course Organiser, T&D Academic Coordinator or other academic staff as needed. They should not seek to support students with welfare or pastoral issues independently, rather they should signpost students towards support or pass onto the Course Organiser, or other appropriate member of staff, concerns relating to students' health and safety or pastoral issues. They should be aware of the student support system to direct students appropriately and/or refer the issue to the appropriate member of staff. Pastoral issues must be treated with sensitivity and discretion.

Decision Making

Post-holders are expected to guide students and answer their questions, deciding when to refer queries and issues to the Course Organiser or other appropriate member of staff.

Post-holders who undertake marking are provided with marking guidelines and criteria. Initial marks and formal feedback may be submitted to the Course Organiser or other appropriate member of staff for approval and support where appropriate. Post-holders are expected to refer any request from students for deadline extensions, or any other special circumstances dispensation to the Student Experience Team. Post holders are also expected to refer any concerns about student welfare to the Course Organiser or Student Experience Team

Knowledge Skills and Experience

Depending on the nature of the specific role, the post-holder will have:

- Degree in relevant subject
- Demonstrable capability to lead and coordinate groups, including the ability to understand the needs of a group and individual students and to provide appropriate guidance.
- Excellent communication skills, including the ability to explain concepts in a clear and understandable manner.
- Sufficient knowledge of the discipline/topics under discussion.
- Understanding of the basic principles of teaching, learning and assessment.
- Clear understanding and implications of non-compliance on others of relevant regulations and procedures including manual handling and Health and Safety
- Willingness to further develop teaching skills, including to undertake trainings

Dimensions

No financial responsibilities. Not responsible for any other members of staff.

Key contacts and relationships

Students

Course Organiser, Course Assistant, other tutors and teaching staff on the course

Course Administrator and relevant support staff

Student Experience Team

T&D Administrator

T&D Academic Coordinator

Additional Information

Development activities should be clearly linked to development objectives and constitute a limited part of the post. Direction, guidance and feedback should be provided by the relevant teaching staff, e.g. course lecturer or Course Organiser.

Application Procedure

All applicants should apply online via the GeoSciences T&D web pages.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.