

**Job Description: Tutor**

|  |  |
| --- | --- |
| **Faculty:** | HRC School of Law, Faculty of Humanities and Social Sciences |
| **Department/Subject:** | Law |
| **Salary:** | £32,982 – 37,099 per annum together with USS benefits |
| **Hours of work:** | Full time |
| **Number of positions:** | *1* |
| **Contract:** | Temporary maternity cover |
| **Location:** | This position will be based at the Singleton Campus |

|  |  |
| --- | --- |
| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a workforce with the differentiated skills necessary to ensure that it can deliver excellence in research, teaching, learning, and the wider student experience, and to be a powerhouse for the regional economy and internationally. This post requires a contribution to teaching and student assessment and supervision in Law, inaddition to sharing organisational and academic administrative responsibilities. The post requires high quality delivery of teaching and student learning and a commitment to enhancing the overall student experience. |
| **Background information** | The Hillary Rodham Clinton School of Law is a thriving community of students and academics, part of the Faculty of Humanities and Social Sciences in Swansea University. The School delivers legal education from undergraduate level to postgraduate research degrees, including professional programmes.  As a School, we aim to produce research of the highest standard while maintaining our strong focus on the student experience. We enjoy consistently strong ratings for student experience and student satisfaction. In recent years we have achieved consistently strong ratings for student experience and student satisfaction. For example, we were ranked 3rd in the UK for student satisfaction in the NSS 2021 and 13th for overall satisfaction in the Guardian League Table. Our offer includes an LLB Law, an LLB Business law, as well as a suite of LLM programmes including programmes focussed on commercial law, intellectual property law and innovation, and human rights, cybercrime and terrorism and commercial tech. The School is home to the interdisciplinary Cyber Threats Research Centre, the Institute of International Shipping and Trade Law, the Observatory Human Rights and Social Justice, a Children’s Legal Centre, and a thriving Law Clinic.  We are looking to appoint a Tutor who can contribute to the delivery of our Legal Skills and Legal System modules as well as to the teaching of the foundations of legal knowledge.  For informal enquiries, please contact Professor A. Perry (A.Perry@swansea.ac.uk). |
| **Main Purpose of Post:** | The main purpose of the role is to assist with the delivery of teaching and assessment, to encourage and motivate students, to help to develop student skills and to support student learning. The Tutor will have: specialist knowledge in the relevant discipline, excellent interpersonal skills, excellent communication skills, and a commitment to enhancing student skills and the student experience.  Successful candidates will support the School’s ambition to deliver education that equips students and staff with the skills and experiences necessary to understand the changing legal landscape and to confront contemporary challenges.  The key purposes of this posts are:  To contribute to teaching of modules in the School.  To contribute to student support and to the enhancement of the student experience in the School. |
| **Main Duties** | 1. Teach as a member of teaching teams within the LLB programmes. 2. Reflect on practice and the development of own teaching and learning skills. 3. Act as an academic mentor to students. Give constructive feedback to students as required. Provide advice on study skills and assist with learning problems. 4. Mark work generated by students, giving appropriate feedback as required to enhance performance. 5. Participate in and undertake other administrative activities (e.g. Open Days, student engagement activities, academic mentoring) appropriate to experience and skill, and as directed by the Head of the School or such other person delegated to act with their authority. |
| **General Duties** | 1. Interact positively and professionally with other collaborators and partners within the school, elsewhere in the University and beyond both in industry/commerce and academia. 2. Ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 3. Promote equality and diversity in working practices and maintain positive working relationships 4. Conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. |

|  |
| --- |
| **Person Specification Criteria** |
| **Essential Criteria** |
| 1. An honours degree or equivalent in Law (with a primary focus on the Law of England and Wales). |
| 1. The ability to teach Legal Skills, Legal System and at least one of the Foundation Legal Subjects. |
| 1. A commitment to a student-focused learning environment. |
| 1. Ability to communicate and work effectively in a teaching environment with academic staff, undergraduate and postgraduate students. |
| 1. Ability to contribute to teaching programmes in cooperation with colleagues. |
| 1. Excellent organisation skills to plan own day-to-day activity. |
| 1. A commitment to continuous professional development. |
| **Welsh Language:** |
| Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role)  *e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.*  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Desirable Criteria** |

 