**Job Description: Tutor**

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| **Faculty:** | *Faculty of Humanities and Social Sciences* |
| **Department/Subject:** | *Politics, Philosophy, and International Relations* |
| **Salary:** | Fixed term £32,982 to £37,099 per annum together with USS benefits |
| **Hours of work:** | *Full time* |
| **Number of positions:** | *1* |
| **Contract:** | This is a fixed term position for 6 months duration |
| **Location:** | This position will be based at the Singleton/Bay Campus |

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| **Main Purpose of Post:** | This post requires a contribution to teaching and student assessment and supervision, both at undergraduate and postgraduate level, but also across the Faculty where required, 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.   1. Teaching a ‘topic’ on Researching Politics 1 third year undergraduate module 2. Convening and delivering The Global Governance of Drugs: Power, (Geo)Politics and Narco-Diplomacy MA module. 3. Additional teaching and grading support on ‘team taught’ modules in Semester 1 as agreed with Head of Department. |
| **General Duties** | 1. Teach as a member of a teaching team in a developing capacity within an established programme of study in a variety of settings from small group tutorials to large lectures. Transfer knowledge in the form of practical skills, methods and techniques with the assistance of a mentor if required, challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. 2. With support, develop own teaching materials, methods and approaches and select appropriate assessment instruments and criteria; Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Reflect on practice and the development of own teaching and learning skills. 3. Identify the learning needs of students and define appropriate learning objectives and give constructive feedback to students as required, provide advice on study skills and assist with learning problems. 4. As well as carrying out teaching as required on modules that have already been developed the Tutor will review the modules in the light of the learning needs of students and define learning objectives and will design or select appropriate assessment methods. 5. Interact positively and professionally with other collaborators and partners within the department, elsewhere in the University and beyond both in industry/commerce and academia. 6. Keep informed of developments in the field in research terms, and stay well abreast of substantive developments within the wider subject area. 7. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. 8. Participate in and undertake other research or administrative activities appropriate to their experience and skill. 9. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 10. To promote equality and diversity in working practices and maintain positive working relationships. 11. To 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. 12. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 13. Any other duties as agreed by the Faculty / Directorate / Service Area. |

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| **Person Specification Criteria** |
| 1. A PhD degree (or evidence of being near completion) in Politics, International Relations or a related subject 2. Demonstrate the ability to teach and supervising students successfully 3. Excellent organisation skills to plan own day to day activity within the framework of the agreed programme 4. To work as an effective member of the teaching staff and to contribute to teaching programmes in cooperation with colleagues 5. Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in, and knowledge of teaching methods and techniques 6. Evidence of the ability to undertake successful teaching or supervising students, with the ability to achieve high quality Module Feedback Scores as expected 7. The ability to communicate the subject to an academic and student audience 8. A commitment to a student-focused learning environment 9. A commitment to continuous professional development |
| **Desirable Criteria** |
| 1. Research interests aligned with the Unit of Assessment 19 pathway on Swansea University’s REF planning. |
| **Welsh Language:** |
| Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). 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/). |

 