Tutor in Social Sciences
International Pathway College

Closing date: 8 November 2017
Interview date: 8 December 2017
Vacancy reference: 6146
INTRODUCTION

The International Pathway College (IPC) seeks to appoint a part time (0.7 FTE, fixed term) Tutor in Social Sciences to help deliver seminars and lectures during Term 2 of the academic year 2017-18. The starting date for this position is 8th January 2018 with an end date of 4th May 2018. You should be able to teach modules in both Sociology and Politics on our Foundation Certificate (level 3) and Pre-Masters programmes (level 6). The IPC has in excess of 300 full-time students in 2017-18, with greater numbers expected in the future. Reporting to the Subject Area Lead for Business, Law and Social Sciences and working closely with relevant module leaders, your key responsibilities will include teaching seminars and lectures, administering and marking assessments and providing feedback and support to students.
Main purpose of the role

The purpose of the role is to carry out teaching within established programmes. This will involve various modes of delivery including seminars and lectures, as well as interaction through online media.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Support the objectives of the IPC by delivering teaching through seminars, lectures and electronic media
- Ensure that students are aware of programme aims and intended learning outcomes and that teaching is directed to achieving these
- Prepare own lessons and/or use/modify content of existing learning material
- Assist with the setting of assessments and examinations
- Mark and assess students’ work and provide constructive feedback
- Contribute to the development of teaching and learning materials
- Develop productive working relationships with all IPC colleagues, including administrative and support staff
- Participate as a collaborative member of the teaching team and play an active role in IPC meetings
- Undertake various administrative responsibilities,

Reflect on practice and the development of own teaching and learning skills

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 5 / £24,983—£30,688 a year (this salary will be reduced for part time working)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Part Time / 25.9 hours a week</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed Term until 4 May 2018</td>
</tr>
<tr>
<td>Based at</td>
<td>Heslington Campus East</td>
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</tbody>
</table>

including return of data for student attendance, assessment and reports

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PERSON SPECIFICATION

Qualifications

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<tr>
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<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate or postgraduate degree in a relevant discipline</td>
<td>Essential</td>
</tr>
<tr>
<td>PGCE or equivalent postgraduate teaching qualification</td>
<td>Essential</td>
</tr>
<tr>
<td>Postgraduate degree in relevant discipline</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

Knowledge

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Sociology and Politics</td>
<td>Essential</td>
</tr>
<tr>
<td>Understanding of relevant health &amp; safety practices</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of effective methods of support for international students</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of University academic processes</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

Skills, abilities and competencies

<table>
<thead>
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<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to deliver lectures, seminars, etc in courses relating to different aspects of subject area</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to contribute to team-taught course units</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to set and mark written work and provide appropriate feedback to students in a timely manner</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to communicate with international students with a lower level of English</td>
<td>Essential</td>
</tr>
<tr>
<td>Proficient in the use of office IT and software packages including the basic Microsoft applications</td>
<td>Essential</td>
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</table>
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
</tr>
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<tbody>
<tr>
<td>Experience of teaching relevant subjects to at least A-level standard</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of using different delivery techniques, including technology enhanced learning, to enthuse and engage students</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience in teaching international students from different cultural and language backgrounds and familiarity with associated challenges and opportunities</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of conducting assessments for academic awards or qualifications</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of Teaching in Higher Education and at Degree level</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Personal attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive attitude to colleagues and students</td>
<td>Essential</td>
</tr>
<tr>
<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
</tr>
<tr>
<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Commitment to Equal Opportunities</td>
<td>Essential</td>
</tr>
<tr>
<td>Attention to detail and commitment to high quality</td>
<td>Essential</td>
</tr>
</tbody>
</table>
THE DEPARTMENT

The International Pathway College (IPC) provides new routes for non-European Union students to access the transformational higher education programmes of the University of York. The IPC offers high quality programmes designed, academically led, taught and managed by the University of York. The first cohort of students started their studies in the academic year 2016/17 and have now completed their studies.

Under the guidance of the Subject Area Lead, the role holder will be fundamental to the provision of excellent teaching and learning, developing a supportive environment within which our international students can succeed.

The role holder will play a key role in the delivery of the academic programmes within their subject area, whilst ensuring compliance with the quality standards and regulations of the University. This is a new post, supporting an exciting new development for the University. It is important that you are able to build successful and productive relationships across the University, with external bodies and professional networks, and to contribute to ongoing academic process review and development.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region's leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6146
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 November 2017

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Direct any informal queries to charalambos.pattichis@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835