IPC Chemistry Tutor
International Pathway College

Closing date: 15 November 2018
Interview date: 3 December 2018
Vacancy reference: 7142
INTRODUCTION

The International Pathway College (IPC) seeks to appoint a part-time Chemistry Tutor to teach on our redesigned Foundation Certificate (level 3) programmes. This is an exciting opportunity for a creative individual to contribute to the success of our programmes.

The IPC is expecting in excess of 300 full-time students in 2018-19, with greater numbers expected in the future. Initially reporting to the Subject Area Lead for Science, your key responsibilities will include the development of module materials, delivering lectures and seminars, setting and marking assessments and providing feedback and support to students.
JOB DESCRIPTION

Condition of appointment
This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate may be conditional on a Disclosure and Barring Service check.

Main purpose of the role
- To deliver lessons, tutorials and other forms of teaching which create interest, understanding and enthusiasm amongst students
- To contribute to the development of teaching materials
- To undertake effectively a range of administrative responsibilities

Key responsibilities
(Role holders will normally be required to undertake the duties below)
- In cooperation with the Subject Area Lead for Science:
  - Teaching and Promotion of Learning
  - To support the objectives of the department by delivering teaching through lessons, tutorials and electronic media.
  - To mark student work and provide constructive feedback in a timely manner.
  - To engage with standardisation procedures.
  - To prepare own lessons and modify content of existing teaching material.
- To contribute to the development of new teaching materials.
- To collaborate across disciplines, where appropriate, in order to integrate content and language learning.
- Administrative and support responsibilities
- To conduct academic tutorials, ensuring that pastoral issues are brought to the attention of staff with the relevant expertise
- To identify the learning needs of students and define learning objectives.
- To participate in field trips and, visits (some of which may be residential)
- To provide information about students being taught in own classes such as attendance or performance.
- To undertake various administrative responsibilities as requested by the Director, Academic Director and/or the Subject Area Lead for Science.
- Involvement in scholarship and development
- To engage in continuous professional development
- To reflect on own practice and develop own teaching and learning skills
- To engage in a collaborative ethos in which both staff and students are treated with respect.
- To participate effectively in a teaching team and play an active role in IPC meetings.

At a glance
Salary £25,483—£31,302 a year (reduced pro rata for part time working)
Hours of work 12 hours a week, part time
Contract type Fixed term
Based at University Campus East

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# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>An undergraduate or postgraduate degree in Chemistry or related subject</td>
<td>Essential</td>
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<tr>
<td>Appropriate postgraduate teaching qualification (e.g. PGCE) or equivalent</td>
<td>Essential</td>
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<tr>
<td>Postgraduate degree in Chemistry or related subject</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Detailed knowledge in Chemistry sufficient to provide relevant learning support to students across different levels of academic ability</td>
<td>Essential</td>
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<tr>
<td>Knowledge of effective methods of support for international students</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Highly developed communication skills to engage effectively with a wide ranging audience, both orally and in writing, using a range of media</td>
<td>Essential</td>
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<td>Ability to deliver teaching material in Chemistry modules</td>
<td>Essential</td>
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<td>Ability to supervise the work of students, provide advice on study skills and assist with learning problems</td>
<td>Essential</td>
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<td>Ability to set and mark student work and provide appropriate feedback to students in a timely manner</td>
<td>Essential</td>
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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience in teaching level 3 Chemistry modules</td>
<td>Essential</td>
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<td>Experience of using different delivery techniques to enthuse and engage students</td>
<td>Essential</td>
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<td>Experience of working in a university setting</td>
<td>Desirable</td>
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<td>Experience of teaching international students</td>
<td>Desirable</td>
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<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Attention to detail and commitment to high quality</td>
<td>Essential</td>
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<td>Creativity, initiative and judgement in applying appropriate approaches to teaching and learning support</td>
<td>Essential</td>
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<td>Collaborative ethos</td>
<td>Essential</td>
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<td>Positive attitude to colleagues and students</td>
<td>Essential</td>
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<td>Willingness to work proactively with colleagues in other work areas</td>
<td>Essential</td>
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<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
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<tr>
<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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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 IPC is expecting in excess of 300 full-time students in 2018-18, with greater numbers expected in the future. Initially reporting to the Subject Area Lead for Science, your key responsibilities will include helping to develop module materials, delivering lectures and seminars, marking assessments and providing feedback and support to students.

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 an exciting opportunity to support a new development within the University. It is important that you are able to build successful and productive relationships across the University 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 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 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 7142
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 15 November 2018.

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 Ben Flowerdew, Subject Area Lead for Science via email at ben.flowerdew@york.ac.uk

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

recruitment@york.ac.uk

+44 (0)1904 324835