Candidate Information

Position:	Connected Learning Tutor, EEECS
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	20/108411
Closing Date:	Friday 4 December 2020
Salary:	£28,331 to £32,817 per annum.
Anticipated Interview Date:	Friday 18 December 2020
Duration:	4 years

Job Purpose:

To assist with the delivery of high-quality Computer Science teaching and assessment, at undergraduate and postgraduate level, promoting and developing new modes of education delivery in line with the University's connected learning strategies, and enhancing the student experience for our graduates.

Main Activities/Responsibilities

Teaching and Learning:

1. Support the delivery of a range of teaching and assessment activities in the subject within an established programme including support of lectures, both face-to-face and online.
2. Assess the work and progress of students by reference to pre-defined criteria, set by lecturers, and provide constructive feedback to students.
3. Seek ways of improving student engagement by reflecting on participation in learning activities and student feedback.
4. Supervise practical work where it is part of the course and advise students on appropriate techniques for learning.
5. Develop appropriate digital resources to support and enhance the student experience to deliver on the School's Connected Learning Strategies.
6. Advise on the cost/benefit of new and existing technologies and/or software.
7. Provide student support through the Personal Tutor scheme.
8. Assist with providing pastoral care for students within own area to ensure, as far as practicable, that all relevant issues are dealt with in a timely, sympathetic and effective manner and students concerns, where unanswerable are delegated up to the relevant academic.
9. Contribute to the enhancement of quality teaching within the subject, school and/or faculty.
10. Develop and advise others on learning and teaching tasks and methods.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

Scholarship:

1. Evaluate and/or interpret emerging data through sounds pedagogical methods to drive the development of connected learning strategies in higher education.
2. Proactively engage with the Education Cluster on methods to improve student delivery, and enhancements to the student experience.
3. Participate in continuous professional development relating to the subject/programme area.
4. Develop links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.
5. Liaise with relevant industry groups and employers in relation to placement and course content (if necessary).

Citizenship:

1. Attend meetings on matters relating to students, course co-ordination, management, assessment and development; Attend internal and external exam board meetings to ensure that relevant issues pertaining to student grades are appropriately represented and reported as required.

2. Liaise with key contacts to ensure appropriate integration, collaboration and understanding within the Education Cluster.

3. Assist in the planning of resources within education to ensure that they are effective monitoring and management.

4. Effective engagement with students leading to an enhanced student experience.

5. Participate in the marketing of and recruitment to courses within the School, including attendance at open days, school visits, marketing events and other similar School/Faculty/University events.

6. Plan or allocate work and responsibilities over the academic year to the Student Placement Officers with an awareness of the impact on students (and/or staff), in response to line manager's/module lecturer's general instructions.

7. Participation in and support of the Personal Development Review (PDR) process.

Essential Criteria:

1. A minimum of a 2:1 Honours degree (or equivalent) in Computer Science, or closely related discipline and/or a relevant Master's degree in Computer Science (or equivalent).

2. Demonstrable practical experience of applying specialist skills and techniques required for the role e.g. relevant teaching experience or evidence of providing coaching and transmitting knowledge and skills to others in a relevant area.

3. Demonstrable ability to support the delivery of Computer Science modules at UG and PG level, through innovative teaching and assessment methods within the School's Computer Science education portfolio.

4. Evidence of ability to contribute to the School's Connected Learning Strategies through implementation of appropriate software.

5. Ability to contribute to administrative processes at a level commensurate with stage in career.

6. Ability to advance the teaching strategies of the School and to improve student satisfaction ratings.

7. Ability to advance the pedagogical scholarship of the school in terms of Computer Science Education.

8. Must demonstrate evidence of ability to communicate and present academic material clearly and effectively to students, academic colleagues, industry and to other collaborators.

9. The person appointed should be reliable, dependable and be willing, and able, to collaborate productively both within the School.

10. Effective interpersonal skills to liaise with students and colleagues.

11. The ability to work as part of a team and to contribute to team objectives.

12. Ability to encourage commitment to learn in others.

13. Willingness to attend contract/professional meetings as required.

14. Willingness and ability to meet the mobility requirements of the post and support teaching of our part-time courses.

Desirable Criteria:

1. Associate Fellow of the Higher Education Academy or Working towards PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA.

2. At least one year's relevant teaching experience.

3. Evidence of appropriate student satisfaction at a level commensurate with stage in career.

4. Demonstrable experience of conducting student assessment(s) using innovative methods that can be utilised at scale.