ual: short courses

JOB DESCRIPTION	
Job Title: Short Course Tutor – Online Courses	**Accountable to**: Online Short Course Business Manager, UAL Short Courses Limited
Contract Length: as per contract	**Hours per week:** as per contract	**Weeks per year:** as per contract
Salary: as per contract	**Hourly Rate: £72.83** – Comprehensive Online Hourly Rate, based on a Basic hourly rate of £21.58 (see definitions below)
College/Service: UAL Short Courses Ltd	**Location:** as per contract

Purpose of Role:

To deliver high quality teaching, learning opportunities and related support to students on specified short courses using up-to-date knowledge, expertise and experience of professional practice in a specific specialist subject area.

Duties and Responsibilities:

- To work with the Short Course office to develop and maintain one or more short courses in your area of specialism including:
    - ensuring the course title proposed by the Short Course Office is appropriate to the course content
    - proposing and working with the Short Course Office in a timely manner to finalise the course description so that it is both accurate and attractive to students
    - defining learning objectives for the course, and planning and preparing a range of live sessions, online self-study materials, and assignment briefs to enable students to achieve these objectives.
    - ensuring online course content and lesson plans are up to date, relevant to the students' interests and level and covers all points in the course description
    - delivering engaging, student-centered and effective sessions.
    - reviewing students work and performance, and providing constructive feedback during teaching sessions.
    - providing updates to content to the Online Short Course Office no later than 2 weeks before course start dates.
    - providing the Short Course Office with an up-to-date version of the lesson plans on acceptance of each teaching contract, plus notification of any course material, support staff and equipment requirements in advance of the course.
    - providing and producing the course teaching materials including using college branding where appropriate
- To deliver classes from UAL buildings with sufficient network speeds to provide a good student experience, or, if teaching from another location, ensure network speeds and computing equipment sufficient to provide a good student experience.
- To arrive in the online classroom at least 10 minutes prior to the scheduled start time, to ensure there is time to upload content and greet students, and to respond to reasonable student forum queries within one working day.
- To deliver structured learning experiences to specified groups of students, including during live sessions and asynchronous engagement with students via online forums, using a variety of teaching methodologies as appropriate to the course/ that are identified in the lesson plan, as agreed with the course coordinator.
- To ensure safe systems of work for students and provide the Health & Safety briefings and inductions to equipment appropriate to the course.

- To inform the Short Course Office of any students whose level of engagement does not merit receiving a course certificate.
- To maintain reasonable, effective and efficient communication with the Short Course Office including informing the Short Course Office over particular student welfare or safeguarding issues.
- To ensure that all communication with students is through UALSC's official channels including use of your UAL email address and other UAL systems as appropriate,
- To recommend other UAL courses to students and to advise them of next steps if required.
- To attend a small number of meetings relating to the teaching and delivery of your specific course(s) not to exceed 2 – 3 per term and held on your normal teaching day.

Further responsibilities:

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role, including DBS checks and safeguarding if required
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as advised to you by the Short Course office

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.
- Online Short Course Administrator
- Online Short Course Customer Service and Support Assistant
- Digital Projects Manager
- Online Short Course Business Manager

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Signed Dani Salvadori   Date of last review June 2019
(Managing Director)

Definitions
1. **Comprehensive Online Hourly Rate** (COHR) – this is the Basic Hourly Rate x 3.375. The COHR is payable in respect of each hour of formal scheduled teaching together with the duties associated with that teaching as outlined under the duties and responsibilities in the job description. It also includes holiday pay.

2. **Basic Hourly Rate** (BHR) – £21.58 per hour (calculated as Grade 4 spine point 26 ÷ 1591 hours).

Person Specification

		Essential / Desirable
Specialist Knowledge/Qualifications	Relevant degree (undergraduate or postgraduate level) in your chosen subject or a closely related discipline, or equivalent experience	E
	Extensive industry experience in your chosen subject.	E
	Knowledge and familiarity with the principles, practices, technologies, and applications of your chosen subject.	E
	Teaching qualification (PG Cert or equivalent).	D
Teaching	Experience of teaching short courses, skills courses, or CPD courses.	E
	Experience of online teaching, including web conferencing, forum participation, and operating a simple content management system.	D
	Experience in designing and delivering innovative, student-centered and engaging learning experiences.	E
	Experience in considering equality, diversity and inclusivity in all aspects of teaching.	E
	Experience with engaging a wide variety of students, including mature students, students whose first language is not English, and students from different cultural backgrounds.	D
	Ability to create attractive teaching materials (presentations, etc.) which are well-structured, clear, and consistent with organisation brand guidelines.	E
IT Skills	Confident user of online technologies once initial training is given.	E