

Job Description

Job title	Sessional Tutor
Department	Warwick Global Academy
Grade	FA6

Job Description

Job purpose (a brief summary of the role)	To undertake high quality teaching in at least two areas of Foundations of Economics, Foundations of Management, and/or Foundations of Business Law & Finance. The successful applicant will have a track record of delivering and embedding high quality, innovative teaching and learning at level 3 and /or 4 ideally in a HE context. They will be expected to teach on the University of Warwick's International Foundation Programme (IFP) and will ideally have experience of teaching international students or be able to demonstrate an approach to doing so.
Duties and responsibilities	Teaching and Teaching-Related Activities - To deliver specified modules on the IFP Business & Management, Economics, Accounting & Finance. - To deliver these modules using the learning materials provided and with guidance from the module convenor reflecting the module's intended learning outcomes (ILOs). - To be able to differentiate tasks set for different ability learners using appropriate learning materials. - To deliver seminars but possibly also lectures, other classes and revision activities as appropriate, in support of the required teaching obligations employing teaching methodologies and strategies which demonstrate pedagogical best practice and exploit the blended and multimodal learning environment. - To appropriately prepare students for their formative and summative assessments. - To mark and assess work and examinations and provide timely and constructive feedback to students in line with the department's procedures and guidelines. - To support and comply with University and departmental teaching quality assurance standards and procedures, including structured observations of teaching and peer observations. - To take on a number of personal tutees and to support these students following the personal tutor guidance. Administration and other activities - To conduct administrative tasks associated with the role in a timely manner. - To complete administrative duties applicable to the module(s) taught, including but not limited to: attendance-taking; recording and meeting attendance. <i>The duties and responsibilities outlined here are not intended to be an</i>

	<i>exhaustive list but rather to provide guidance on the main aspects of the post. The post-holder will be required to flexible in their duties.</i>
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Person Specification		
<i>The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.</i>		
Essential Criterion No.	Essential Criterion Description	Measured by
E1	2:1 Honours Degree in a relevant subject area; postgraduate qualification (or equivalent experience) in the field.	A
E2	A postgraduate teaching qualification.	A
E3	Breadth and depth of specialist and up-to-date knowledge of Business Law and Data Protection.	A & C
E4	Proven experience of teaching ideally two of Economics, Business Management theory and/or Finance & Business Law at level 3 and possibly level 4 preferably to international students in a HE context and a familiarity with blended learning teaching methodologies and experience of exploiting VLEs in a blended teaching and learning context. Curiosity and engagement with the need to respond pedagogically at a disciplinary level to generative AI.	A & C
E5	Demonstrable experience and knowledge of pedagogical techniques that enthuse and engage students.	A,C & D
E6	Experience utilising a variety of teaching methods and techniques to develop and enhance new and established programmes.	A,C & D
E7	Demonstrate engagement or willingness to engage in Continuous Professional Development.	A & C
E8	High level ICT skills and competence in the production of appropriate and accessible teaching materials.	A,C & D
E9	Ability to prioritise and meet multiple deadlines in a pressured, time-sensitive environment.	A,C & D
E10	Excellent interpersonal skills and ability to work in a collegiate way as part of a dynamic team towards shared programme and departmental objectives.	A & C
E11	Ability to support students both academically and pastorally.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Recent experience of teaching international students on an International Foundation Programme.	A & C
D2	Experience of teaching classroom material via an online platform.	A,C & D