

Job Description

Job title	Sessional Tutor
Department	Warwick Foundation Studies
Grade	FA6

Job Description

Job purpose (a brief summary of the role)	<p>To undertake high quality teaching in Politics together with one other Social Science subject area and associated modules within Warwick Foundation Studies (WFS) and convene designated modules enhancing the reputation of teaching and learning at WFS.</p> <p>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 primarily on the University of Warwick's <i>International Foundation Programme</i> in Politics together with another Social Science subject area and related modules and will ideally have experience of teaching international students or be able to demonstrate an approach to doing so. Further teaching opportunities on new programmes of study within the department may also be included as the department grows its provision.</p>
Duties and responsibilities	<p>Teaching and Teaching-Related Activities</p> <ul style="list-style-type: none"> ▪ To deliver and convene some modules in Politics and another related subject which for the academic year 2024/25 will include but not be limited to: Politics and International Relations and Understanding Society. ▪ To develop inclusive teaching and learning materials with guidance from colleagues which reflect the module's intended learning outcomes (ILOs) and are responsive to the needs of learners enabling them to progress to and succeed in their destination department. ▪ To be able to differentiate tasks set for different ability learners using appropriate learning materials. ▪ To deliver seminars, 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 develop with guidance from colleagues authentic and inclusive formative and summative assessments which meet the department's benchmarking standards and test the relevant ILOs. ▪ To contribute to the continuous improvement of teaching and learning, including being responsive to the rapid advance of generative AI. ▪ To set, mark and assess work and examinations and provide timely and constructive feedback to students in line with the department's procedures and guidelines. ▪ To ensure student feedback is sought on delivered content and that such feedback is considered in the review and revision of course content and delivery methodology on an ongoing and annual basis. ▪ To provide pastoral support and academic guidance to a group of students through structured group sessions and one-to-one tutorials. ▪ To support and comply with university and departmental teaching quality assurance standards and procedures, including structured observations of teaching and peer observations. <p>Research and Scholarship</p> <p>Where appropriate and with support from colleagues conduct individual or collaborative scholarly projects.</p> <p>Administration and other activities</p> <ul style="list-style-type: none"> ▪ To engage in continuing professional development (CPD), including participation in departmental CPD activities.

	<ul style="list-style-type: none"> ▪ To undertake a range of administrative duties applicable to the module(s) taught, including but not limited to: attendance-taking; recording meeting attendance; and updating module websites and exam invigilation. ▪ To undertake such departmental roles and management functions as may be reasonably required by the Head of Department or their delegate. <p><i>The duties and responsibilities outlined here are not intended to be an 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></p>
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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	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 Politics and one other Social Science subject area.	A & C
E4	Proven experience of teaching Politics and one other social science subject at level 3 and /or 4 ideally 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
E12	Experience of creating assessment and assessment criteria at the appropriate level.	A & C

Desirable Criterion	Desirable Criterion Description	Measured by
D1	Experience of designing new programmes of study.	A & C
D2	Recent experience of teaching international students on a Foundation Programme.	A & C
D3	Experience of teaching classroom material via an online platform.	A,C & D