

**Job Description: Tutor**

<b>Faculty:</b>	School of Health and Social Care
<b>Department/Subject:</b>	Osteopathy
<b>Salary:</b>	Grade 07 £32,982 to £37,099 per annum pro rata together with USS benefits
<b>Hours of work:</b>	Part-time 14 hours per week (40% FTE)
<b>Number of positions:</b>	1
<b>Contract:</b>	Permanent
<b>Location:</b>	This position will be based at the Singleton

<b>Main Purpose of Post:</b>	<p>This post requires a contribution to teaching and student assessment and supervision in Osteopathy both at undergraduate and postgraduate level, but also across the Faculty where required, in addition to sharing organisational and academic administrative responsibilities The post requires high quality delivery of teaching and student learning and a commitment to enhancing the overall student experience.</p> <ol style="list-style-type: none"> <li>1. Supervise students in clinical practice</li> <li>2. Assessment of students, providing feedback and supporting their development</li> <li>3. Maintain appropriate records and communicate effectively with patients, students and the osteopathy team.</li> </ol>
<b>General Duties</b>	<ol style="list-style-type: none"> <li>1. Teach as a member of a teaching team in a developing capacity within an established programme of study in a variety of settings from small group tutorials to large lectures. Transfer knowledge in the form of practical skills, methods and techniques with the assistance of a mentor if required, challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.</li> <li>2. With support, develop own teaching materials, methods and approaches and select appropriate assessment instruments and criteria; Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Reflect on practice and the development of own teaching and learning skills.</li> <li>3. Identify the learning needs of students and define appropriate learning objectives and give constructive feedback to students as required, provide advice on study skills and assist with learning problems.</li> <li>4. As well as carrying out teaching as required on modules that have already been developed the Tutor will review the modules in the light of the learning needs of students and define learning objectives and will design or select appropriate assessment methods.</li> <li>5. Interact positively and professionally with other collaborators and partners within the department, elsewhere in the University and beyond both in industry/commerce and academia.</li> <li>6. Keep informed of developments in the field in both osteopathy terms and the wider subject area and the implication for academia.</li> <li>7. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.</li> <li>8. Participate in and undertake other research or administrative activities appropriate to their experience and skill.</li> <li>9. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.</li> <li>10. To promote equality and diversity in working practices and maintain positive working relationships.</li> <li>11. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity.</li> <li>12. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.</li> <li>13. Any other duties as agreed by the Faculty / Directorate / Service Area.</li> </ol>



**A satisfactory DBS certificate must be provided before a start date can be confirmed**

#### Person Specification Criteria

1. A degree or equivalent in Osteopathy
2. Demonstrate the ability to teach and supervising students successfully
3. Excellent organisation skills to plan own day to day activity within the framework of the agreed programme
4. To work as an effective member of the teaching staff and to contribute to teaching programmes in cooperation with colleagues
5. Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in, and knowledge of teaching methods and techniques
6. Evidence of the ability to undertake successful teaching or supervising students, with the ability to achieve high quality Module Feedback Scores as expected
7. The ability to communicate the subject to an academic and student audience
8. A commitment to a student-focused learning environment
9. A commitment to continuous professional development

#### Desirable Criteria

10. Teaching experience to include student supervision
11. Evidence of considerable experience in post graduate osteopathic clinical practice

#### Welsh Language:

Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

