**Job Description: Tutor**

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| **Faculty:** | *FSE* |
| **Department/Subject:** | *Civil Engineering* |
| **Salary:** | *Grade 7: £33,882 to £37,999 per annum (Pro Rata)* |
| **Hours of work:** | *25% FTE* |
| **Number of positions:** | *1* |
| **Contract:** | **This is a fixed-term, part-time Tutor position at 25% FTE for 27 months, ending on 30th June 2027 reporting to Professor Harshinie Karunarathna.** **This post is funded by Prof. Harshinie Karunarathna’s research grant from the Leverhulme Trust.** |
| **Location:** | This position will be based at the Bay Campus |

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| **Main Purpose of Post:** | This position involves contributing to teaching, student assessment, and undergraduate student supervision on areas directly related to Professor Harshinie Karunarathna’s teaching responsibilities. Additionally, the role may require involvement across the Faculty as needed, including sharing organizational and academic administrative duties. The post demands a commitment to high-quality teaching and student learning, and a dedication to enhancing the overall student experience. Please note that all responsibilities of this role will be aligned with Professor Harshinie Karunarathna’s teaching duties and the tutor will be reporting to Prof. Karunarathna.  **Specific responsibilities of the role:**   1. Cover and support Professor Karunarathna in the preparation and delivery of teaching modules. 2. Cover and support Professor Karunarathna with administrative tasks related to teaching and undergraduate student management. 3. Cover and support Professor Karunarathna in mentoring students and supervising undergraduate student projects. 4. Teaching responsibilities can fluctuate and are at the discretion of the Head of Department. |
| **General Duties** | 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. 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. 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. 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. 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. 6. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. 7. Participate in and undertake other research or administrative activities appropriate to their experience and skill. 8. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 9. To promote equality and diversity in working practices and maintain positive working relationships. 10. 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. 11. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 12. Any other duties as agreed by the Faculty / Directorate / Service Area. |

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| **Person Specification Criteria** |
| 1. The ideal candidate should have an MEng, MSc taught or MSc by Research degree in civil/coastal Engineering, and hold a PhD degree or be close to complete the PhD degree in civil/coastal engineering. 2. The candidate should be familiar with Prof. Karunarathna’s teaching, specifically in Coastal Processes and Engineering, and Coastal Flood Risk management. The candidate should possess research experience in principles of coastal dynamics, wave generation and transformation, nearshore coastal processes, wave generated currents in the surf zone, and coastal flood risk analysis and management. The candidate must be ready to teach immediately after the appointment. They also must be ready to support Prof. Karunarathna’s undergraduate project student from the start of the role, some of which may be in collaboration with the Welsh Coastal Monitoring Centre. As a result, they should be familiar with WCMC coastal data resources and field measuring programmes. 3. A commitment to teach and supervise students successfully 4. Excellent organisation skills to plan day to day teaching and teaching-related activity within the framework of the agreed programme 5. To work as an effective member of the teaching staff and to contribute to teaching programmes in cooperation with colleagues 6. Possess sufficient breadth or depth of specialist knowledge in the discipline and specific subjects associated with this role. 7. Evidence of the ability to successfully support teaching or supervising students, and commitment to deliver high-quality teaching 8. The ability to communicate the subject to an academic and student audience 9. A commitment to a student-focused learning environment 10. A commitment to continuous professional development |
| **Desirable Criteria** |
| 1. Experience of delivering lectures or example classes at Swansea University |
| **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](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |

 