



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Tutor in Project Management, Lifelong Learning Centre



Salary: Grade 7 (£32,548 - £38,833 p.a.) pro rata at 6.68% per 20 credit module (i.e. £2,174 - £2,594)

Part-time, 6.68% FTE

Fixed Term until June 2018

Reference: CSLLC1050

Tutor in Project Management Lifelong Learning Centre, Corporate Services

Do you have a good understanding of Project Management? Are you able to communicate complex concepts and enable learners to overcome obstacles in their development of knowledge and understanding? Do you have a practical understanding of the needs of diverse learners, including adults from communities that are under-represented in Higher Education (HE)?

The Lifelong Learning Centre (LLC) offers Business Management degree programmes on both a full-time and part-time basis. The part-time programme is aimed at mature students who have a level of work experience to support their classroom learning. Integration between academic and professional learning is a key feature of the programmes, as is support for participants in the acquisition of skills for success in higher education.

You will take responsibility for the delivery of the 20 credit module 'Project Management' that is delivered to part-time students in the 3rd year of their 5 year degree programme. You will cover preparation, student support and marking as well as delivery of the module. Face to face class time is 21 hours in total and teaching will take place on Thursday evenings from late January 2018 through to May 2018.

Tutors are appointed formally to the LLC team on a pro-rata basis of 6.68% of a full-time contract per 20 credit module, subject to the module recruiting sufficient students to be viable. Tutors are unpaid members of the Centre's staff when not actively teaching.

What does the role entail?

As Tutor in Project Management your main duties will include:

- Ensuring that teaching is firmly grounded in a thorough knowledge of relevant scholarship, theory, and educational practice;
- Preparing high quality learning resources including effective and imaginative use of technology to enhance learning; designing and delivering teaching within the given module description to provide a stimulating, supportive and relevant learning environment;



- Working with individual students, where requested, to support them in their acquisition of knowledge and understanding;
- Setting assessment tasks according to the framework stipulated in the module description; providing students with appropriate guidelines, briefing, opportunities for formative assessment and support in the preparation of assignments; grading work once submitted and providing constructive feedback; moderating assessments marked by other tutors;
- Ensuring that students have appropriate challenge and outstanding support within the module for development of knowledge and skills in the subject;
- Facilitating the process of gaining feedback from students; evaluating the module in the light of experience, students' achievement and feedback; updating the module design and delivery as required;
- Maintaining an accurate register of students' attendance; ensuring accurate record-keeping in relation to assessments; completing and returning to deadline any documentation required by the LLC;
- Engaging with the LLC, attending relevant tutor team meetings; maintaining effective communication with the line manager;
- Taking all reasonable steps to ensure your own health and safety and that of students; following the procedures set out in the LLC Health and Safety Policy.
- Ensuring that students and colleagues are treated with respect and that due allowance is made for difference and diversity;
- Maintaining an active commitment to keeping up-to-date with relevant academic theory and practice; continuing professional development as an educator.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Tutor in Project Management you will have:

- A relevant honours degree or equivalent and strong grounding in current scholarship, theory and practice in Project Management as the basis for teaching;
- Outstanding skills in learning and teaching at an HE level or with NQF level 3 students preparing to progress to HE, including the ability to communicate



complex concepts and to enable learners to overcome obstacles in their development of knowledge and understanding;

- A practical understanding of the needs of diverse learners, including adults from communities that are under-represented in HE, with recent experience of effective work in supporting such learners;
- Proven skills in making effective use of technology to enhance learning;
- Highly developed interpersonal and communication skills as the basis for effective working relationships with students from diverse backgrounds and with professional colleagues and partners both within and external to the University;
- Commitment to your own professional development and/or relevant research.

You may also have:

- A relevant higher degree;
- A teaching qualification.

How to apply

You can apply for this role online; more guidance can be found in our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

David Gilding, Programme Manager for Business Management and CPD

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or

Andrew Richardson, Deputy Programme Manager for Business Management and CPD

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Additional information

Find out more about the [Lifelong Learning Centre](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

