



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Tutor in Biology, Lifelong Learning Centre



Salary: Grade 7 (£33,199 – £39,609 p.a. pro rata) for 55 hours per 10 credit module (i.e. £1,109 - £1,347)

Reference: CSLLC1099

Part-time: 3.34% FTE

Tutor in Biology Lifelong Learning Centre

Do you have exceptional skills in enabling students from diverse backgrounds to develop their capability for successful university-level study? Are you able to demonstrate an aptitude for using creative pedagogy and digital technologies to support academic development? Do you have educational experience in Biology based teaching?

The Lifelong Learning Centre (LLC) works with mature and part-time undergraduate and foundation-year learners across the University, especially where this enables participation of people from groups that are under-represented in higher education. The international foundation year pathway programme provides students with a stimulating and supportive environment in which to acquire knowledge and skills for progression to a range of science degrees across the University.

You will contribute to the design and delivery of the Biology of Populations module on the International Foundation programme. This module is designed to help students acquire and apply relevant practical and scientific skills including collecting and interpreting data and understanding how organisms interact with each other and their environment, both currently and historically. You will cover preparation, student support, and marking as well as delivery of the module. Further information is available in the [module catalogue](#).

Tutors are appointed on a pro-rata basis of a full-time contract per semester. Face to face class time is at most 3 hours per week on Friday mornings in Semester 2. Tutors are unpaid members of the Centre's staff when not actively teaching.

What does the role entail?

As a Tutor, 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; design and deliver 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 of the work undertaken across the International Foundation Year and their readiness to progress onto degree level study;
- 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 Biology, specifically Evolution, Ecology and Genetics;
- 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;
- Ensuring that students and colleagues are treated with respect and that teaching is inclusive, allowing for diversity of learning needs and experience;
- Maintaining an active commitment to keeping up-to-date with relevant academic theory and practice in skills teaching; 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 a Tutor in Biology you will have:

- A relevant honours degree or equivalent as the basis for interdisciplinary teaching coupled with a clear understanding of the demands of university study and of the strategies that can be applied to prepare and equip students for success in higher education;
- Outstanding skills in learning and teaching including the ability to communicate complex concepts and to enable learners to overcome obstacles in their development of knowledge and understanding;



- Educational experience in Biology based teaching;
- 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 inter-personal 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 of Leeds;
- A commitment to your own professional development and/or relevant research.

You may also have:

- A relevant higher degree;
- A teaching qualification or professional equivalent;
- Experience in practically helping adult learners develop confidence and reflect upon their own developing employability skills.

How to apply

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

Contact information

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

Dr Katy Dobson, Programme Manager, Science

Tel.: +44 (0)113 343 6775

Email: k.i.dobson@leeds.ac.uk

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 in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

