

TCO - Tutor Role Profile – Grade 5

Tutor – Grade 5

ROLE PURPOSE

Provide support to academic staff in the provision of teaching and learning support to students

PRINCIPLE DUTIES

1. Support the delivery of teaching within clear framework.
2. Develop appropriate teaching materials, as required.
3. Mark assignments.
4. Plan own work within the constraints of the course and team
5. Provide feedback to students on their progress

ACTIVITIES	EXAMPLES OF ROLE REQUIREMENTS
1. Communication	Deal with routine communication using a standard media. Communicate information and ideas to students. Write handouts and other basic learning support materials. On occasions communicate complex information, orally, in writing and electronically.
2. Teamwork and motivation	Actively participate as a member of a teaching team. Attend and contribute to relevant meetings.
3. Liaising and networking	Liaise with colleagues and support staff to ensure information is passed to the appropriate people in a timely manner.
4. Service Delivery	Deliver existing teaching materials. Follow the direction and guidance of dependent academic staff may on occasions be required to develop teaching materials and mode of delivery to meet the needs of the students.
5. Decision making P and O	Contribute to decisions affecting the work of the team.
6. Planning and organising resources	Manage, with guidance, own teaching activities. Plan own day-to-day activity within the framework of the agreed programme. Co-ordinate own work and manage the work of others to avoid conflict or duplication of effort.
7. Initiative and problem solving	Deal with problems which may affect the delivery of own teaching.
8. Analysis and research	Maintain student records. Carry out literature and database searches to develop teaching material and techniques.
9. Sensory and Physical demands	Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work carried out.
10. Work environment	Is required to be aware of the risks in the work environment.

11. Pastoral care and welfare	Show consideration to others.
12. Team development	Support new members of the team.
13. Teaching and learning support	Deliver existing teaching materials, following the direction and guidance of department academic staff may on occasions be required to develop teaching materials and mode of delivery to meet the needs of the students. Mark assignments. Assess student progress and provide feedback.
14 Knowledge and experience	Reflect on practice and the development of own teaching and learning skills. Possess sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques to work within own area.