Human Resources

UNIVERSITY OF LEEDS

Generic role description – Seminar Tutor

Job Title: Seminar Tutor

School/Service:

Duration:

Hours of Work:

Responsible to: Head of School/Service

Reports to: Module Manager

Job Summary

The role of Seminar Tutor is to deliver teaching in small groups. The role will involve the preparation of teaching material and the marking of assessed and/or non-assessed coursework and providing advice and support to students.

Duties and Responsibilities

- Prepare and teach module(s) within established programmes under the direction of the Module Manager.
- Mark non-assessed/assessed coursework assignments as appropriate and provide feedback in accordance with the School/Faculty policies
- Contribute to the planning and review of teaching programmes
- Book seminar rooms according to timetable requirements
- Attend meetings as required
- Attend teaching induction sessions and courses run by SDDU as appropriate.
- Record students' attendance at classes and report any problems to the agreed School/Faculty officer responsible
- Be aware of and compliant with the Health and Safety requirements relevant to the role.

Person Specification

- Registered Postgraduate Student
- Possess sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area.
- Ability to prepare own teaching materials
- Ability to recognise those having difficulties, intervene and provide help and support
- Ability to mark student coursework and provide feedback
- Excellent interpersonal skills and the ability to communicate at all levels

- Ability to encourage active participation by students
- Act as a good role model
- Ability to exercise initiative and be pro active
- Enthusiasm and self motivation
- Ability to work as part of a team