

# THE UNIVERSITY OF MANCHESTER

## Tutor/Seminar Leader

### *Introductory paragraph regarding the department*

#### **Duties and Responsibilities**

Tutors/Seminar Leaders are responsible for delivering quality face-to-face education to undergraduate students in small group tutorials/seminars (not normally exceeding 12-20 students in size and only exceeding 25 students in emergency circumstances) on an hourly paid basis. Tutorials and seminars are intended to facilitate student learning through discussion in small groups. Specific duties will include:

#### *Preparation*

- Preparing sufficiently to carry out the stated aims and objectives of the tutorials or seminars which they are delivering.
- Nature of preparation to be involved dependant on teaching activity

#### *Teaching*

- Leading tutorials/seminars at specific times as set by timetabling requirements for undergraduate courses at levels 1, 2 and 3. (If teaching includes PGT under the remit of the policy, what additional requirements would be needed under the job/person specification? Also should Tutors teach at all levels?)
- TAs where appropriate may be asked to give some lectures by negotiation with the Head of School or Course Unit Director.
- Facilitating discussion around the theme of the tutorial/seminar.
- Maintaining a conducive atmosphere and environment for that discussion to take place.

#### *Lecture Attendance*

- Details expectations of lecture attendance and role

#### *Administration*

- Assisting in the keeping of records of student attendance.
- Helping to compile brief reports on the attendance and work of each student at the end of each semester.
- Provide office hours to provide feedback to students outside of teaching.
- Detail expectations of out of class support and administration support which is to be confirmed with course unit convenor

#### *Assessment*

- Helping to mark essays or other forms of formative assessment as relevant to the tutorials/seminars.
- May assist with marking of summative assessment scripts, but this must be checked by substantive teaching staff.
- Helping to provide feedback to students as appropriate.

#### *Other Requirements*

- In the event of absence due to illness the post-holder should attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled and, in these circumstances, the absence would not be treated as a period of sickness absence.

The time spent completing these duties should not exceed contracted hours. Tutors/Seminar Leaders are responsible to the Year Tutor or course convenor for the unit that they are assisting, as appropriate. This may include liaising with academic staff on matters relating to preparation, teaching, administration and assessment.

Pastoral care matters should be referred to the designated member(s) of academic staff in the department.

Adherence to the University's policies and procedures relating to Equal Opportunities, Health and Safety and all other relevant policies that apply to the post

## **Tutor/Seminar Leader**

### **Person Specification**

#### *Education*

1. A first degree in a relevant subject.
2. Either:
  - registered as a postgraduate student at the University of Manchester;
  - in possession of a postgraduate degree in a relevant subject area;
  - in possession of a relevant professional qualification.

#### *Skills/Personal Qualities*

- Good presentation, communication and analytical skills.
- minimum level of English language proficiency to enable effective communication - (IELT level to be advised by the Group)
- An understanding of issues affecting undergraduates.
- An understanding and interest of the subject areas being taught
- A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures.
- Where the post is linked to a bursary, a demonstrable potential to undertake research.
- An ability to lead a group activity.