

**THE UNIVERSITY OF EDINBURGH
BUSINESS SCHOOL**

JOB DESCRIPTION: PART-TIME MSc TUTOR¹

1. Job details

Job Title: Tutor
College: Humanities and Social Science
School: Business School
Grade: UE06 (appointment is normally at point 1 but may be at point 2 or 3, depending on prior experience)
Line Manager: A member of the teaching staff, normally the Course Organiser or Programme Director

2. Job purpose

The tutor's role will generally be concerned with contributing to elements of teaching within a clear and established programme by provision of tuition in specific areas of a course to groups of usually MSc students. A key purpose of the role is to stimulate discussion and debate amongst students on course topics in order to further the understanding of key course topics and assisting students in drawing key learning points out of course materials.

The basic aims of tutoring include:

- deepening knowledge
- problem solving
- facilitating open-ended exploration of themes and issues
- developing skills in argumentation and communication

3. Main duties and responsibilities

1. To lead the tutorial group and manage the group interaction within a framework set by others, with specified learning outcomes, in discussing key points from lectures and/or course materials within a clear and established programme. Tutorials may take a variety of forms including those appropriate to problem-based learning.
2. To prepare for each tutorial in advance: to carry out necessary prior reading and preparation on tutorial topics in order to be able to guide discussion and answer queries arising from set exercises; to consult the course booklet, notes on tutorial topics etc.
3. To seek help and advice from a member of the academic teaching staff as required. This may be the Course organiser or another member of the teaching staff.
4. To create a good learning environment for the students. Remember that as a tutor you are *not* responsible for the students' learning.
5. To maintain a fair, impartial and professional relationship with MSc students. This is important for both the student and the tutor at all times.
6. To turn up promptly at the appointed tutorial times. You must not miss or cancel classes without good reason (eg illness). It is your responsibility to notify the course secretary as soon as possible to discuss alternative arrangements.
7. To be aware of any Health & Safety, and welfare issues, and raise any concerns with the Course organiser.

Marking and Assessment

The course organiser has overall responsibility for the checking and moderating of tutors' marking. Tutors will also be involved in moderating some or all of the written exercises for students in a group.

1. To mark continuous assessment (eg essays, project work) throughout the year as specified by the Course organiser. (Note that part-time tutors are not normally given formal status as members of the Board of Examiners or asked to mark degree examinations.) It should be emphasised that students

¹ Information in this Job Description is taken from *Tutoring and Demonstrating A Handbook*, Chapter 2 'Roles and Responsibilities' Frances Dow and DES Truman pp3-9 eds Fred Forster, Dai Hounsell and Sheila Thompson, Centre for Teaching, Learning and Assessment, The University of Edinburgh 1995.

have responsibility for their own learning. For example, tutors are not expected to look at several redrafts of an essay or go over a written exercise time and time again.

2. To adhere to the guidelines on the marking scale and the assessment criteria as specified by the School and the University.
3. To monitor student progress and provide written feedback to the student. To complete course feedback sheets where these are provided to students as part of the course assessment process and provide additional comments ie strengths, weaknesses and feed-forward.
4. To adhere to strict deadlines and fulfil the administrative work associated with marking, moderation and feedback.
5. To adhere to School and University policies on granting extensions to deadlines for written work and penalties for late submission of essays etc.

4. Planning and Organising

Within boundaries of set topics, the tutor plans how to develop discussion within the tutorial session. The course organiser will set the broad topics to be discussed at tutorials throughout the semester. In discussion with the course organiser, the tutor may suggest additional/alternative topics/material to aid discussion and small variations to the order of topics.

5. Decision Making

Tutors are provided with guidelines on the course content by the course organiser. It is recognised that within the structure of the course, tutors will have sufficient flexibility to contribute and identify topics for discussion and have the opportunity to use their own distinctive ideas, interests, experience and expertise in their teaching. Tutors also feedback any concerns to the course organiser eg plagiarism, student performance issues.

Tutors are provided with the assessment criteria and marking scales and further advice is available from the teaching staff. The marking process should help students advance their learning and improve their understanding and comments and feedback are as important as the actual mark.

6. Key contacts/relationships

Course organiser, teaching staff, MSc Programme Director, MSc Secretary, MSc Programmes Team Leader, PGT Programmes Manager, MSc students.

7. Knowledge, skills and experience needed for the job

Tutors must have demonstrable capability to lead groups, including explaining concepts in a clear and understandable manner. Sufficient knowledge of the topic under discussion is required to adequately lead the discussion, taking account of the needs of the specific group including detailed explanation of how the topic relates to the wider area of study. Tutors will normally hold a degree relevant to the teaching area and have an understanding of the basic principles of teaching, learning and assessment.

8. Dimensions

Tutorials groups vary in size from 15-45 MSc students.

9. Job context and any other relevant information

It is the University's responsibility to allocate teaching space for tutors and provide the same level of secretarial support as given to other teaching staff. It is the MSc secretary's responsibility to issue tutors with course materials (eg course booklets, tutorial notes etc).

Pastoral Care

Most staff are aware that they should not go beyond a professional relationship with their students, both in terms of the time and the sympathy and degree of involvement which they give to students' personal problems. However, tutors should remain receptive to any student who does need guidance and be on the look out for early warning signs ie non-attendance at tutorials. Tutors will find it helpful to talk over any 'problem' cases with more experienced colleagues ie the course organiser, MSc Programme Director or Director of Studies.

Students with Disabilities:

The University of Edinburgh is committed to a policy of equal opportunities for disabled staff and students and aims to create an environment which enables people with disabilities to participate fully in the mainstream of University life. The Business School welcomes disabled students (including those with specific learning difficulties such as dyslexia) and is working to make all our courses accessible. Although teaching practice within the School reflects a variety of approaches adopted by individual staff members, meeting the particular needs of disabled students is prioritised within this diversity of approach.

The School encourages students with disabilities to discuss, in confidence, any appropriate requirements or adjustments with an appropriate member of staff and to do this as early as possible so that your needs may be considered and responded to. This process will involve meeting an Advisor from University's Disability Office, which can be arranged at any time by direct contact with the Disability Office.

For general information on the University's support for disabled students please contact the Disability Office:

Disability Office
3 South College Street
Telephone/voice: 0131 650 6828
Telephone/text: 0131 650 9371
E-mail: Disability.Office@ed.ac.uk
Fax: 0131 650 6677

For information on how the adjustments are implemented within the Business School, or to provide feedback on the suitability of our provisions, please contact the:

Coordinator of Adjustments
Business School
29 Buccleuch Place
Tel: 0131 650-3900
Email: adjustments@business-school.ed.ac.uk

There are a number of other staff with whom students might usefully discuss their requirements as this might have an impact on their course preferences. Key points in the academic year when such a discussion might take place are, for example, with the Director of Studies or MSc Programme Director at the beginning of the academic year, or with a Course organiser at the time of course registration. In all cases, the School recommends that students have these discussions as early as possible.