

**Job Description: Tutor**

|  |  |
| --- | --- |
| **Faculty:** | HRC School of Law, Faculty of Humanities and Social Sciences |
| **Department/Subject:** | Law |
| **Salary:** | £34132 - £38249 per annum together with USS benefits |
| **Hours of work:** | 0.5 FTE |
| **Number of positions:** | *1* |
| **Contract:** | Permanent |
| **Location:** | The successful candidate will be expected to spend part of their time teaching in Dalian (PR China) as part of our TNE programme as well as performing teaching and administrative duties at School of Law (Swansea University). |

|  |  |
| --- | --- |
| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a workforce with the differentiated skills necessary to ensure that it can deliver excellence in research, teaching, learning, and the wider student experience, and to be a powerhouse for the regional economy and internationally. This post requires a contribution to teaching and student assessment and supervision as part of our new TNE programme with Dalian Maritime University (DMU), inaddition to discharging significant organisational and academic administrative responsibilities. The post requires high quality delivery of teaching and student learning and a commitment to enhancing the overall student experience. |
| **Background information** | The Hillary Rodham Clinton School of Law is a thriving community of students and academics, part of the Faculty of Humanities and Social Sciences in Swansea University. The School delivers legal education from undergraduate level to postgraduate research degrees, including professional programmes.  Since September 2024, the School have been engaged in the delivery of a double LLB degree in collaboration with Dalian Maritime University. This programme will enable students to study our LLB degree in China in addition to studying a Law BA degree offered by Dalian Maritime University. We are looking to appoint a Tutor who can deliver legal and language skills modules that are fundamental in the early years of the double degree while working to ensure smooth running of the programme by discharging administrative support to the Programme Director.  For informal enquiries, please contact Professor Barış Soyer (B.Soyer@swansea.ac.uk). |
| **Main Purpose of Post:** | The main purpose of the role is to assist with the delivery of teaching and assessment, to encourage and motivate students, to help to develop student skills and to support student learning. The Tutor will have: specialist knowledge in the relevant discipline, excellent interpersonal skills, excellent communication skills, and a commitment to enhancing student skills and the student experience.  The key purposes of this posts are:  To contribute to the teaching of modules (mainly on the TNE programme) in the School.  To contribute to student support and to the enhancement of the student experience in the School and assist the integration of double degree students based in China into the LLB degree offered by the School. |
| **Main Duties** | 1. Teach as a member of the teaching team within the TNE programmes and, where appropriate, to contribute to teaching of degrees that are offered to exchange students. Transfer knowledge in the form of practical skills, methods and techniques with the assistance of a mentor if required, challenge thinking, foster debate and develop the students’ ability to engage in critical discourse and rational thinking. 2. Contribute to the development of teaching materials, methods and approaches; seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Reflect on practice and the development of own teaching and learning skills. 3. Act as an academic mentor to students. Give constructive feedback to students as required. Provide advice on study skills and assist with learning problems. 4. Mark work generated by students, giving appropriate feedback as required to enhance performance. 5. Participate in and undertake other administrative activities appropriate to their experience and skill, and as directed by the Head of the School or such other person delegated to act with their authority. 6. Engage in a range of scholarly activities, including conferences, seminars, workshops and other public engagement activities in order to advance the academic reputation of the School. |
| **General Duties** | 1. Interact positively and professionally with other collaborators and partners within the school, elsewhere in the University and beyond both in industry/commerce and academia. 2. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy. 3. To promote equality and diversity in working practices and maintain positive working relationships. 4. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. |

|  |
| --- |
| **Person Specification Criteria** |
| **Essential Criteria** |
| 1. An honours degree or equivalent in Law or English or Translation |
| 1. The ability to teach in language and skills modules. |
| 1. A commitment to a student-focused learning environment. |
| 1. Ability to contribute to teaching programmes in cooperation with colleagues. |
| 1. Excellent organisation skills to plan own day-to-day activity. |
| 1. Evidence of a good understanding of quality mechanisms relating to teaching. |
| 1. Ability to communicate (speaking and writing) in Mandarin. |
|  |
| **Welsh Language:** |
| Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role)  *e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.*  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Desirable Criteria** |
| 1. Familiarity with Chinese Higher Education approaches to teaching and scholarship. |
| 1. Ability to communicate (speaking and writing) in Mandarin. |

 