Module Tutor - Grade 7

Leeds International Summer School (LISS)

**Do you have experience of teaching at undergraduate level with an established background in your subject area? Are you passionate about delivering an exceptional international student experience in a research-intensive Russell Group University?**

Leeds International Sumer School (LISS) is a short programme for international undergraduate students run by the Study Abroad Office in collaboration with Schools and Faculties across the university. As a module tutor, you will develop, plan and deliver a two-week, 10-credit, level one Undergraduate module. LISS modules have small class sizes with a minimum of nine and maximum of 30 students. The Study Abroad Office will make payment to your School to deliver the module and your School will pay you to deliver the module above workload (see below). You will deliver the module as a sole module leader, or jointly with one or more members of staff. PhD students can lead modules, deliver or assist with teaching as long as they have appropriate teaching experience.

**What does the role entail?**

As a LISS Module Tutoryour main duties will include:

* Providing inspirational teaching and learning, which reflects professional standards and industry good practice;
* Ensuring that all module documentation is accurate and consistent with that approved by the School Taught Student Education Committee (STSEC) and Cross Institution Taught Student Education Committee (CITSEC) and is provided in a timely way to students in accordance with the arrangements of the School/Faculty;
* Leading the delivery of the syllabus as planned and ensuring the effectiveness of the teaching;
* Ensuring the resources for the delivery of the module are in place before the start of the session;
* Managing the assessment requirements of the module and making sure the arrangements for submission of coursework and the return of marks and feedback to students are in accordance with your School’s Code of Practice on assessment and LISS requirements;
* Maintaining appropriate records for the monitoring of student performance on the module;
* Making arrangements as required for students who are registered with special needs;
* Managing issues with students via the relevant procedure;
* Responding to module related student queries;
* Attending the Leeds International Summer School (LISS) Assessment Board;
* Overseeing the gathering, analysis and response to student feedback at the module level collected by formal and informal means and the submission of the outcome to the LISS Manager;
* Undertaking review of the module in accordance with Faculty/School policy;
* Raising any concerns about the running of the module with the LISS Manager;
* Ensuring the module is appropriately refreshed to ensure integration between research and learning and teaching
* Designing and utilising innovative approaches to learning and teaching, especially with regard to the provision of teaching material through digital media and blended learning;
* Maintaining your own continuing professional development.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

**What will you bring to the role?**

As a LISS Module Leader you will have:

* Either a PhD in your LISS module subject area or a relevant field (or be close to completion) and experience of teaching your LISS module subject area within Higher Education, or a Masters degree in the subject area or a relevant field and substantial experience of teaching within Higher Education;
* The ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from previous teaching experience, with an enthusiastic, creative approach to transferring knowledge and skills to students;
* Experience of the design, development and delivery of teaching materials in a Higher Education setting, demonstrating effective teaching skills and a range of delivery techniques and assessment methods to teach effectively
* An ability to use IT effectively and innovatively in the preparation and delivery of teaching material;
* Excellent communication and interpersonal skills, with a flexible, motivated and co-operative approach and good time management skills;
* An ability to contribute effectively to administrative activities;
* A strong commitment to your own continuous professional development.