



IT Tutor

Grade 6

Job Purpose

To deliver ICT training ranging from basic to advanced and to mark ICT assessments. Collaborate in the ongoing development of ICT training materials and identify new or changing training requirements and develop appropriate training materials.

Main Duties and Responsibilities

1. To deliver a wide range of ITC teaching to undergraduate students, post graduate students, individual staff or larger groups of staff using materials supplied by IT Services.
2. 4. To collaborate with colleagues to develop and review teaching materials and assessment mechanisms to ensure content and methods of delivery meet learning objectives.
3. To mark ICT course assessments within agreed timeframes and carry out any other administrative task in relation to the course.
4. To actively support the implementation of all quality control and feedback measures and procedures associated with course delivery and conduct ongoing evaluation of requirements to identify any gaps and opportunities.
5. To improve on the delivery and content of courses and engage in regular professional development through upskilling and tutor training sessions.
6. To contribute to the effective use of learning technologies by monitoring ICT teaching developments to support and enhance course delivery, organisation, feedback and assessment.
7. Assist in the preparation of materials and plan teaching sessions for the delivery of specialist courses
8. Undertake and other reasonable duties as required by the team.
9. Engage in reasonable professional development activities as appropriate.

10. To contribute to the enhancement of the University's international profile in line with the University's strategic plan

Knowledge, Qualifications, Skills and Experience

Essential

HND, VQ 3/4 Higher or equivalent

Certificate of ICT competence or equivalent IT experience

Relevant experience of a University ICT environment, PC Clusters and use of the applications available

Good experience of using generic IT applications

Excellent interpersonal skills with the ability to engage and inspire learning

Demonstrate a learner-centred focus.

Time management skills.

Desirable

Experience of teaching ICT skills to a range of skill levels and backgrounds.