

JOB DESCRIPTION

Title	Tutor in Design & Technology
Institute/Department	University Preparatory College
Reports to	Director UPC
Location/Campus	Kukum Campus

Summary

The incumbent must have strong content knowledge in the subject area, with some experience in the curriculum design and development of learning and instructional materials for dual-mode delivery per the SINU programme development policy. The primary responsibilities include planning and delivery of learning instructions and activities via both face-to-face and DFL modes, managing students learning progress and records, providing regular academic counselling and consultations; providing remedial support to those identified as 'high-risk learners'; conducting regular internal unit reviews to ensure quality and standards are per the university expectations as specified through the Solomon Islands Qualification Framework; engages in academic research and consultancies, and other tasks and responsibilities as assigned and directed by the Director.

Main roles and duties

Teaching and Learning

- Prepare and deliver learning instructions, and supervise learning activities including practical skills, methods and techniques that enrich current knowledge and acquisition of new knowledge and skills in the subject areas; and comply with equal opportunities.
- Design and administer assessments that effectively measure unit learning outcomes, and provide constructive feedback to learners promptly as per the academic regulations.
- Design and apply appropriate assessment rubrics that provide learners with the opportunities that contribute to the progressive development of scholastic attributes that support higher education and training
- Develop and maintain unit assessments, and students' data with due diligence and care without compromising confidentiality.
- Conduct regular internal unit reviews to maintain content quality and relevance
- Engage in full programme review as scheduled, or when mandated per the Quality and Qualification Standards, and
- Design and apply appropriate innovative teaching techniques and instructional concepts that create interest, understanding and enthusiasm among learners; and
- Develop unit of instructions and learning materials for DFL mode, and provide academic support for learners studying via DFL mode
- Support and supervise learning through a tutorial, mentoring, assessment projects, field trips, labs/workshops or through demonstrations as, when and where the need arises.
- Carry out other responsibilities as assigned by the immediate supervisor or Director

Research

- Participate in research projects and consultancies that improve knowledge and understanding in the relevant discipline, or that contribute positively to relevant public policy
- Conduct research in a relevant subject area that contributed towards further professional development in higher learning

- Engage in research to keep abreast with new changes and knowledge in the respective field of study
- Prepare and present conference papers based on research findings; and
- Published journal articles on research findings.

Teamwork

- Demonstrate team spirit in any endeavour that promotes, and facilitates the achievement of institutional goals
- Provide regular student learning support through mentorship and coaching
- Participate in teams within specific areas of responsibility.
- Possess positive attitudes that facilitate cordial work relationships amongst members of the workgroup.

Student & Staff Counselling

- Contribute towards increasing student retention and success
- Engage in promoting academic programs through various organized promotional activities, and dissemination of relevant information to various groups including prospective students and sponsors.
- Provide the first line of support to students with issues affecting their studies
- Observe and maintain health and safety rules within the learning environment and during program activities at all times.

Dimension

Problem-solving and impact

- Seek and apply innovative solutions to problems affecting the delivery of programs per relevant university policies
- Contribute to decisions, which have an impact on other related programs.

Resource management

- Participate in meetings at both the department and institutional levels
- Contribute to the management of quality audits and other external assessments
- Contribute to the management of resource usage to ensure minimal wastage, and that other resources including resource books, equipment and tools are maintained and are safe and protected from damage and abuse.

Working Environment

- Take responsibility to conduct risk assessments, and reducing hazards in the workplace and learning environment
- Report to the responsible officer or authority any OHS issues that need attention
- Engage in continuous professional development.

Decision-making authority

- Demonstrate leadership in resolving student/staff complaints
- Provide advice and support to staff where applicable
- Decide on the allocation of workloads in your teaching units, where and when applicable, in consultation with your immediate supervisor or Director
- Assist in budget discussion for yearly delivery requirements.

Measures of Effectiveness

- Student's academic progress is effectively managed, and unit results are submitted promptly
- Unit resource guides and other learning materials are developed and produced
- Examination papers are prepared, moderated and submitted to SAS Examination Officer as scheduled
- Conduct regular internal reviews of the units taught and submitted to the Director within the given time frame
- Research reports and publications produced, and summary information on the research process and findings disseminated or shared through regular SINU research talks organized institutional seminars or conferences.
- Participation and contribution to program review.
- Management of student attendance, morale and feedback
- Training facilities and resources improvements
- Improved learning materials, tools, machines and ideas for training purposes.

General Responsibilities

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

Minimum Qualification Requirement:

- A Master's degree or a Postgraduate Diploma in relevant subject areas; or
- A Bachelor's degree in the relevant subject area, with an overall GPA of 3.0 or above; and three years of experience in a similar job.

Experience

Essential to the position:

- Had a broad-based knowledge and understanding of the relevant subject areas
- Had some experience or have the knowledge and ability to develop and review the curriculum
- Have an understanding of different teaching and learning methods
- Ability to deal with different learning abilities
- Computer proficiency in the standard packages (i.e. word processing, email, internet use and excel spreadsheets)

Desirable for the position:

- Experience in developing and implementing unit lessons and assessments
- Experience in teaching or in facilitating training and workshops.

Other Requirements:

- Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MS Excel);

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.